



PRIYANKA KUKKAR

Accountant

CAREER OBJECTIVE

Seeking a managerial level assignment to continue my career with an organization that will utilize my Management, Supervision and Administrative skills to benefit mutual growth and success.

MY JOB SKILLS

- Audience Engagement
- Content Research
- Motivated Team player
- Leadership
- Time Management
- Recording Contractual agreements
- Adhering to departmental control
- Ability to work independently

AWARDS & RECOGNITION

- Awarded as best teller in BMU (Branch Monitoring Unit) audit at Indusind Bank in 2013
- Handled the profile of Head Branch Operations in Indusind Bank from Feb'16 to Sept'16
- Best Branch in BMMC for Operations for North Region in the year 2014 in Indusind Bank.

CAREER HISTORY

Saitech Auto Spare Parts LLC - Dubai

ACCOUNTANT GENERAL (Sept'16 to Feb'19)

- Responsible for daily, weekly, and monthly account activities including timely and accurate accounts payable, accounts receivable, payroll, bank reconciliation, cash receipts, disbursements, invoicing and preparation of daily bank deposits
- Accountable for preparation and delivery of month-end closings and financial reporting activities
- Responsible for contractual agreements for the operation of the company, updates, renewals, negotiations and payment schedules
- Forecasting losses and earnings using quantitative/qualitative analyses to a high degree of accuracy, allowing the company to intelligently manage and invest resources
- Adherence to departmental controls and regulations, maintaining ethical conduct

Indusind Bank Ltd- Chandigarh- India

ASSISTANT MANAGER OPS (April 2013-Sept 2016)

- Teller counter/Team supervision, checking and monitoring of EOD reports, KYC and Corporate account opening
- Handling /Approving RTGS and NEFT transactions, Fund transfers, DD
- Taking care of branch audit, service quality audit and branch mandatory display boards.
- Greeting and interfaced with customers to facilitate daily banking transactions; provided exceptional customer service by addressing account and service concerns
- Cross-selling bank products and services to increase sales and revenues.
- Facilitated implementation of new and revised policies and procedures throughout branch and department.
- Providing personal financial counseling, assisting with lending services, and building relationships with existing customers to sustain high satisfaction ratings and retention.
- Coaching team members to develop sales opportunities and refer customers to designated business partners to meet branch and individual customer service and sales goals, supervised all banking operations.

PROFESSIONAL SOFTWARE PROFICIENCY

FINACLE, I-Works, BUSY, TALLY ,MS
Office etc

CONTACT DETAILS :

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VISA STATUS : SPOUSE VISA

EDUCATIONAL CREDENTIALS

Panjab University Chandigarh

MBA 2013-15 (Human Resources)

GGDSD College, Panjab University, Chandigarh

BACHELORS OF SCIENCE 2009-12

CERTIFICATION

- ACCOUNTING : FROM BEGINNER TO ADVANCED , UDEMY

PERSONAL & PROFESSIONAL ATTRIBUTES

- Languages Known: English, Hindi and Punjabi
- Able to anticipate & recognize concerns, issues, problems/obstacles and then suggest solutions.
- Always willing to help others, less experienced team members with workloads
- IT SKILLS: Windows, Ms. Office and Internet Applications