



# Kamini Tripathi



15<sup>th</sup> March 2000



+91 8957590384, 9793771162



Kaminitripathi238@gmail.com



Civil Line Sitapur

## EDUCATION

2023

**Deen Dayal Upadhyay  
University Kanpur, UP Master:  
M.com**

2020

**B.S Educational Kanya  
Mahavidhyalay Sitapur.  
University Kanpur, UP  
Graduation: B.com**

2017

**Govt. Girl InterCollege  
Sitapur, UP  
Intermediate: Art's**

2015

**Govt. Girl InterCollege  
Sitapur, UP  
High school: Art's**

## CERTIFICATIONS

- Received certificate DCA
- Received **Certificate DEO**
- Received certificate Tally ERP9
- Received certificate CCC

## PROFESSIONAL SKILLS

- Finance and
- Analytical analysis.
- Budget Planning & Monitoring
- Financial Reporting
- Documentation
- Master data management (MDM)
- Goods receive Acknowledgement
- GST Acknowledgement

## SUMMARY

Seeking an opportunity to leverage my extensive personal and professional experience to yield productive outcomes. Eager to acquire new skills and knowledge, enhancing my effectiveness in contributing to both organizational success and personal growth.

## EXPERIENCE

*11/2022 to Till Now*

**Jeevan Jyoti Convent School /Khairabad Sitapur (Uttar Pradesh)**  
Finance & Admin Specialist (FAS)

## FINANCIAL ACCOUNTING AND REPORTING

- Handled Budget of INR 2.35 crores in the procurement yearly
- Import all ledger entries in ACME on a daily basis.
- Verification of bills, vouchers and supporting documents.
- Invoice processing
- Scrutinize all bills/vouchers and documents as per standards and getting the same approved as per LOA. Attach checklist for payments. Ensure all payment requests are to be made after preparing voucher by using the Voucher Interface in accordance with WV Policies.
- Employee Salary Sheet Makes
- Maintained EPF & ESI Records
- Maintained Students Fee Records
- Tax deduction (TDS) as applicable, issuing TDS Certificate vendors.

## ADMINISTRATION AND LOGISTIC SUPPORT.

- Issued orders/Closed orders
- Reviewed Goods/vouchers/Bills for the payment processing
- Verified vendors/clients' documents.
- Initialized the procurement processes by calling for competitive.
- Bids from prospective vendors from the updated vendor list.
- Organized Purchase Committee Meetings and minute the PC proceedings & decisions and issued Purchase/work Order to winning vendor.

## SKILLS

- MS Word, Excel, and Outlook
- ACME.ERP9
- Fluent in English and Hindi
- Good communication skills
- Finance & Supply chain management
- Ability to work under pressure.

---

## LANGUAGES

- Hindi
  - English
- 

- Quality of goods and services procured and distributed within a reasonable time as per originators' specification and beneficiaries' need.
- Petty Cash Register maintenance.
- Assets and inventory management

## BUDGETING, PLANNING, MONITORING

- Provide input in the Preparation of Cost & Program effective Annual Budget as per LEAP3/ Horizon standards and in amending the existing budget and get it approved as per LOA before implementation.
- Budget Variance Analysis Report to Program Manager on Monthly basis highlighting the variance of +/- 10% on all YTD budget and advice Funding needs by considering the balance cash on hand.

## Administrative & Logistics Function

- Record & physical maintenance of all assets ensured its safety by renewing vehicle insurance and AMCs periodically before its expiry.
- Maintained staff attendance & leave and personnel records As per HR Policy.
- Organized meetings and retreats and provide logistic support in organizing the same.
- Created working atmosphere and providing staff care.
- Provided enough space and time for staff to work more productively.
- Provided technical input at the time of planning and budgeting.

## Finance

- Helping in maintain the Financial Document
- Data Management
- Vouchers Verification
- Office Asset management
- Finance field work related to bank