

Swati Sinha

Accountant

Detail-oriented and motivated Bachelors in Commerce graduate with a foundational understanding of accounting principles and financial processes. Familiar with accounts payable procedures, invoice processing, and basic reconciliations through academic coursework. Proficient in MS Excel, eager to begin a career in Finance in an MNC by contributing to efficient payable operations, ensuring accuracy, and maintaining vendor relationships in a dynamic work environment."



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SKILLS

Accountancy

Accounts Payable

SAP

Team Player

Ownership

Detail oriented

Client interaction

MS Excel

LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

EDUCATION

Bachelors of Education

Fatima teachers training college

10/2021 - 10/2023

Jharkhand

Courses

- Teaching-English

Post Graduate Diploma in Banking

Manipal University of Higher Education

11/2019 - 07/2020

Bangaluru, Karnataka

Courses

- Banking

Bachelors of Commerce

Marwari College

07/2014 - 05/2017

Jharkhand

Courses

- Accounts

WORK EXPERIENCE

Teacher

Raj International School

10/2023 - 12/2024

Jharkhand

Achievements/Tasks

- As a class teacher, monitored and documented attendance, behavior, and academic progress for students, adhering to school policies.
- Taught basic English to students, including reading, writing, speaking, spelling and grammar.
- Responsible for verification of scores as a member of examination department.
- Lead morning assembly and many different cultural functions like Annual and Independence day.

Customer Relationship Manager

ICICI Bank

04/2020 - 10/2020

Delhi

Achievements/Tasks

- Facilitated new client onboarding by opening savings and investment accounts while effectively pitching third-party financial products, resulting in increased product penetration and customer retention.
- Managed daily operational activities and records for the branch, ensuring smooth running of branch.
- Demonstrated excellent communication skills when dealing with customers, resolving issues efficiently and effectively.

CERTIFICATES

Accounts Payable in SAP (08/2025 - 09/2025)

Certificate in Banking and Finance (03/2019 - 07/2019)

Diploma in Computer Application (2018 - 2019)