

# 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)