

SARIKA
RAI

MANAGEMENT
PROFESSIONAL

About Me

PhoneNo.-
8178652877

Gmail ID-
sarikarai8178@gmail.com

LinkedIn profile-
<https://www.linkedin.com/in/sarika-rai-85734b188>

Skills

Microsoft Office
(Word, Excel, PowerPoint)

Well with use of CANVA of
Digital marketing

- Management Skills
- Creativity
- Cooperative with Team
- Digital Marketing
- Negotiation
- Critical Thinking
- Leadership

CAREER OBJECTIVE

i would like to be part of an organization where i could use and enhances my knowledge and talent for the development of both the organization and myself.

As of now Iam looking for gaining practical work experience and enhancing personal growth.

Education

Master of Business Administration

Maharishi Dayanand University Rhotak
Year- 2021 to 2023
CGPA - 76 %

Bacholer of Business Administration

Manav Rachna International Institutes of Research & Studies
Year- 2017 to 2020
CGPA - 89 % (FIRST DISTINCTION)

Experience

Vinod Singhal & Company LLP

2023 – Present

Partnership CHARTERED ACCOUNTING FIRM

- Audit Associate
- Morjorly worked on Third Party Audit
- Worked as physical Asset Verification auditor at SPMCIL Mint Noida.
- Worked on SAP software for CAG audit at SAIL (bokaro)
- ALso Adminstrated as Human resource management and office management

JDR Insecticides Consulting Private Limited

2022 – 2022
(3 months)

Partnership Charatered Accounting firm & Agriculture Chemical Consulting firm

Period - 3 month (Septemeber 2022 to Novemenber 2022)
Task - Customer executive and documentation

Chadha Investment Consultancy Private Limited

2021-2021
(3 months)

Investment Services in gurugram (Internship)

Period - 3 month (30 of June to 30 August)
Task - PPT on document required for investor in different situations

GARG & PRAVEEN CO. (Year - 2019)

2019-2019
(2 months)

CHARTERED ACCOUNTING FIRM (Internship)

PERIOD -2 Month
TASK - For college project report Report on accounting and auditing