

Harpreet Kaur

ADDRESS: 1551, Sector-20 B Chandigarh
EMAIL: sainiharpreet388@gmail.com
TELEPHONE: 9996865962

Work Experience

Sep 2024 - Present

Government Medical College and Hospital-32, Chandigarh Project Technical Support-I

- PROJECT-Resuscitation with umbilical cord intact in term and late preterm neonates(Record in Trial)
- Provide comprehensive support to project office operations by performing a range of standard administrative tasks, including the accurate typing of official documents to ensure high quality.
- Enter and maintain data in the database, ensuring effective record-keeping and data integrity.
- Organize and manage files, as well as collect and prepare data for input into the computer system.
- Oversee budget entries and produce detailed financial reports.
- Coordinate financial audits to ensure compliance and accuracy.
- Facilitate the procurement of equipment and supplies necessary for the project.

Sep 2023 - Dec 2023

PGIMER, Chandigarh Administrative cum Finance Assistant

- PROJECT-"Advancing Tobacco control at national & sub-national level in india through capacity Building MPOWER implementation & support to national tobacco control programme(NTCP)"
- Maintain the filing system of Administrative documents and other files of the project.
- Preparing and Submission quarterly and monthly reports
- Updating day to day bills on RGC Portal
- Maintaining Accounts of the project
- Maintained an up-to-date record of all bills
- Maintenance of track sheet of bills
- Tracked Expenditure
- Organising workshop
- Maintenance of files and e files, diary and dispatch of letter

- Recording data in excel for financial purpose

Aug 2022 - Jul 2023

PGIMER, Chandigarh
Account Assistant

- Maintain up-to-date records of all the bills
- Monitored and managed stock items
- Recording data in excel for financial purpose.
- Maintain the filing system of administrative documents
- Processed staff salaries and ensure timely payments
- Preparing and submission of Reports
- Uploading bills on portal
- Maintain accounts of the project

Dec 2021 - Aug 2022

DS Solutions Private Limited, Chandigarh
Executive

- Manage day to day files
- Writing reports
- Preparing financials , Balance sheet and online filing various forms
- Develop strong Product knowledge
- Accounts should be maintain according to the files
- Clarify documents through emails

Education

Chitkara University MBA(Banking, finance, services and insurance) - - Jul 2022
Rajpura

PGGCG-11 ,Panjab University Bachelors of Commerce , Accounts - - Jul 2020
Chandigarh

Army Public School Commerce - - Jul 2017
Chandimandir

Certifications

- Online certification in "Basic course on Tobacco Control" by the Resource center of Tobacco Control , Postgraduate Institute of Medical Education & Research, Chandigarh
- Achieved certification in Microsoft office (Ms word, Powerpoint, Ms excel, Ms doc) by the National Institute of Computer Technology.
- Online certificate course in Innovation, Business Models and Entrepreneurship by the NPTEL
- Certified in Innovation, IPR, Entrepreneurship and Start-ups conducted by Institution Innovation Council (IIC) of MHRD's Innovative Cell, New Delhi.

Skills

- Leadership
- Good communication skill
- Ready to take responsibility
- Decision maker
- Quick learner

Workshop

- Participated in a workshop on "International Public Health Management Development Program" organized by Department of community Medicine & School of Public Health, PGIMER, Chandigarh from 21 nov - 30 nov 2023.
- Attended a workshop on "Regional Summit on strengthening Effective implementation of the National Tobacco Control Program(NTCP) from 12 dec - 14 dec 2023

Technical Skills

- Utilized REDCap(Research Electronic Data Capture) for online data collection and management during research project at GMCH-32

Languages

Hindi, English, Punjabi

Declaration

I hereby declare that all the Details mentioned above are in Accordance with the Truth & facts as per my knowledge.