

MAYURI KUMARI

Student

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📍 Sector-10 A, Shivji Park, Gurgaon, Haryana

ABOUT ME

B.com Student with a responsible and organised nature. I am eager to learn and grow in a professional environment. Looking forward to gain work experience and ready to contribute to the organization.

EDUCATION

10th Pass CBSE Board

Shanti Niketan Public School
Faruknagar, Gurgaon, Haryana

12th Pass CBSE Board

Sarvodaya Kanya Vidyalaya
Ayanagar, Delhi

B.com (H) 2nd Year

Gurugram University
Sector-51, Gurgaon, Haryana

WORK EXPERIENCE

Global Technology. | April 2025 - Oct 2025

Internship

- Performed basic accounting tasks in Tally - including Voucher Entry, Purchase, Sales, GST, Payroll & Inventory management.
- Created social media posters using Canva and PowerPoint.
- Assisted in general office task to improve team co-ordination.
- Designed website pages and gained basic knowledge of website creation & also of AI software.

Brand Street Integrated Consultancy Pvt Ltd. | Oct 2025 - Working

Associate

- Working on business Consultancy Projects
- Managing client relations and administrative tasks.

SKILLS

- | | |
|-------------|---------------------|
| • Ms Office | • Tally Prime |
| • Canva | • Website Designing |

LANGUAGE

English

Hindi