

## About Me

An MBA student specializing in Finance, with a strong foundation in business management, leadership, and analytical thinking. Skilled in data analysis, strategic planning, and effective communication, with hands-on experience from case studies, group projects, and internships. Known for a proactive approach, adaptability, and a keen ability to collaborate in team settings. Eager to contribute to organizational growth and gain practical experience while continuing to enhance business acumen.

## Skills

- Team Work
- Quick Learner
- Leadership
- Time Management
- Communication

## Professional Attainment

- Advance Diploma in Industrial Accounting Expert
- Completed Training under TCS Youth Employment Program

## Education

### Master of Business Administration

#### VIDYASAGAR UNIVERSITY

2023 - 2025 7.41 CGPA

### Bachelor of Business Administration

#### Kazi Nazrul University (KNU)

2020 - 2023 93.80%

### Higher Secondary

#### Assembly of God Church School/ ISC

2018 - 2020 85.75%

### Secondary

#### Assembly of God Church School/ ICSE

2018 81.8 %

## Hobbies

- Dancing
- Cooking
- Travelling

# Puja Bharti

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Neamatpur, West Bengal

## Work Experience

### Stock Market Technical Analyst

#### Finvision Capital Market LLP I Kolkata

May 2024 - September 2024

- Conducted in-depth technical analysis of stock price movements, trends, and patterns for Bharti Airtel and Tata Communications using technical indicators such as Moving Averages, RSI (Relative Strength Index), MACD (Moving Average Convergence Divergence), and Bollinger Bands. Analyzed historical stock data and chart patterns to identify potential buy/sell signals, trends, and price targets within the telecommunications sector.
- Developed trading guidelines and recommendations for investors, emphasizing entry/exit points based on technical analysis and sector-specific factors influencing market behavior.
- Created and presented detailed reports on stock performance, including trend analysis, volatility, and potential risks for investors in the telecommunication sector.
- Identified key resistance and support levels for both Bharti Airtel and Tata Communications stocks, supporting the development of personalized investment strategies for long-term and short-term traders. Assessed the impact of market events and sector-specific news (e.g., regulatory changes, technological advancements) on the stock prices of Bharti Airtel and Tata Communications.
- Contributed to the creation of a comprehensive trading guide for investors, aimed at enhancing investment decisions in the telecommunication industry. Gained hands-on experience in stock charting, data interpretation, and real-time market monitoring through various financial software and platforms.

### Operations Associate

#### Right Vision Global Solutions Pvt. Ltd.

April 2025 - August 2025

Travel & Expenses (T&E)

- Processing: Approving credit card charges and processing reimbursements (in RAMP).
- Compliance: Auditing expense reports for accuracy, ensuring adherence to T&E policy, and resolving non-compliant claims.
- Verification: Reviewing, verifying, and approving electronic reports, including checking attachments and collecting missing documentation.

Accounts Payable (AP)

- Invoice Processing: Efficiently handling PO and non-PO invoices, coordinating approvals, and performing two-way/three-way matching before releasing payments.
- Vendor Management: Resolving vendor and internal queries (via Freshdesk), managing vendor statements, and handling updates for ACH/GL/Vendor records.
- Special Processes: Performing Inter-Company Billing (ICB), recording third-party payments (e.g., Sysco), and processing petty cash.