

## Harshita Singh

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### OBJECTIVE

"Motivated and dedicated professional with a strong commitment to learning and acquiring new skills in the finance sector. Eager to gain hands-on experience in a finance role to build a solid foundation for a successful career while contributing to organizational growth and achieving long-term professional goals."

### SKILLS

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- Microsoft office
- Creative thinking
- Validation and analysing skills
- Invoicing
- Accounts Receivables, Order to Cash
- Billing Process
- Reconciliations, Cash Flow and Cash Applications

### EXPERIENCE

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#### **MSpark Futuristics & Associates | Human Resource Executive**

July 2023 – March 2025

- Setting goals and developing plans for business and revenue growth and developing strategies to meet those goals
- Researching, planning, and implementing new target market initiatives
- Developing quotes and proposals for prospective clients
- Recruiting candidates - Resourceful recruiter skilled in identifying and acquiring top talent to meet organizational needs.
- Communicate effectively with stakeholders, and make informed decisions based on company policies and guidelines.

### INTERNSHIP

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#### **Hokori Global Supporting Services | Finance Trainee**

June 2022 - July 2022

- Assisted reconciling bank statements, accounts payable, and accounts receivable.
- Perform data entry and maintain financial records in compliance with company policies.
- Assist in preparing and reviewing invoices, payments, and other financial documents.

### CERTIFICATIONS

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- **Business communication skills -INTERNSHALA**
- **Entrepreneurship - NPTEL IITM**

### EDUCATION

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- **Narsee Monjee Institute of Management Studies | Mumbai** PURSUING  
Master of Business Administration in Finance
- **Galgotias University | Greater Noida, UP** 2020-2023  
Bachelor of Business Administration in Finance
- **Fatima Sr. SECONDARY SCHOOL | UP** 2018/2020  
10+2 (Commerce)