

Isha Arora

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SUMMARY

Results-driven MBA Finance graduate with strong analytical skills, foundational knowledge of financial markets, and hands-on experience in banking operations. Proficient in Excel with a keen interest in investment analysis, compliance, and capital markets.

EXPERIENCE

Branch Banking Intern

Axis Bank, Pune | Jun 2024 – Aug 2024

- Assisted customers with account opening, deposits, fund transfers, and service requests.
- Guided customers on using digital banking platforms like mobile apps and internet banking.
- Handled customer queries related to savings accounts, fixed deposits, and loan products.
- Ensured all documents were collected and verified as per KYC and compliance guidelines.
- Coordinated with different departments (sales, operations, compliance) to process requests smoothly.
- Promoted financial literacy by explaining basic banking products and services to walk-in customers.

PROJECT

Empowerment Through Finance: Axis Bank's Women-Oriented Schemes | Jun 2024 – Aug 2024

- Conducted a detailed analysis of the Women's Savings Account and Sukanya Samriddhi Yojana.
- Recommended strategies to increase outreach and digital adoption among women clients.

EDUCATION

MBA in Finance and Marketing, Bharati Vidyapeeth, IMED Pune | Jul 2023 – Apr 2025

Bachelor of Commerce (BCom), Govt. College for Women, Parade, Jammu | Aug 2020 – Jun 2023

CERTIFICATIONS

Advanced Excel

- Created dynamic reports and dashboards using **Pivot Tables** and **Charts** for clear data visualization.
- Used **VLOOKUP** and **HLOOKUP** to efficiently retrieve and match data from large datasets.
- Familiar with all major Excel tabs like **Formulas**, **Data**, **Insert**, and **Review** for smooth navigation and functionality.

Introduction to Investment Banking – Alison

- Gained foundational knowledge of **investment banking functions**, including Mergers & Acquisitions (M&A), IPOs, and underwriting.
- Understood the **structure and roles** of buy-side and sell-side firms within capital markets.

NISM Series VIII: Equity Derivatives Certification (SEBI-recognized)

- learned the basics of **futures and options** and how they are used in stock markets.
- Understood how trades are **executed, cleared, and settled**.
- Studied important rules and **regulations by SEBI** for safe and fair trading.

SKILLS

Technical Skills:

- MS Excel (Advanced), MS Word, PowerPoint
- Trade Life Cycle Knowledge: Trade execution, clearing, settlement, reconciliation
- Investment Banking Basics, Capital Markets, Derivatives
- KYC/AML & Compliance Documentation

Interpersonal Skills:

- Strong Communication Skills
- Team Collaboration
- Problem Solving & Adaptability
- Time Management & Multitasking
- Professionalism & Empathy

VOLUNTEERING

Junior Executive Member – Eco Club

Organized sustainability campaigns, clean-up drives, and tree-planting events.

AWARDS

Silver Medalist – District-Level Kickboxing Championship