

REKHA RAWAT

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PROFESSIONAL SUMMARY

Detail-oriented MBA candidate specializing in Finance and Human Resources with hands-on experience in financial operations, HR functions, and data analysis. Skilled in using Excel, Power BI, and CRM tools (Zoho, HubSpot, Chatwoot) to support decision-making, streamline workflows, and track performance. Certified in AML/KYC, Investment Risk Management, and HR Analytics. Strong in problem-solving, regulatory compliance, and cross-functional coordination. Seeking a challenging role in a fast-paced, compliance-driven organization to contribute to process optimization and strategic growth.

CORE COMPETENCIES

- Financial Reporting • Risk Analysis • Data Visualization • Advanced Excel • Dashboard Creation
- AML/KYC Compliance • Client Documentation • Recruitment & Onboarding • HR Analytics • CRM Software
- Workflow Optimization • Regulatory Compliance • Communication Skills • Team Collaboration

PROFESSIONAL EXPERIENCE

IMARC Services Pvt. Ltd – Associate Analyst- Operations Intern (Jan 2025 – July 2025)

- Performed operational support using collaboration platforms and research tools.
- Created performance dashboards using Power BI and Excel for reporting.
- Supported backend updates, report creation, and content management.
- Ensured task compliance and timely execution in cross-functional teams.

Shanti Retails – Accounts & Finance Intern (Sep 2024 – Nov 2024)

- Processed vendor payments and ensured transactional accuracy.
- Organized and maintained client records, improving data accessibility.
- Captured and analyzed client feedback using Excel dashboards.

Baskethunt Pvt. Ltd. – Human Resource Intern (Jul 2024 – Sep 2024)

- Managed end-to-end recruitment processes across IT and Non-IT domains.
- Reduced onboarding time by streamlining processes and verifying candidate documentation.
- Used CRM tools to track applicant status and automate candidate communication workflows.
- Supervised a team of interns, ensuring project coordination and timely task execution.

EDUCATION

MBA – Finance & Human Resource (Maharaja Agrasen Institute of Technology, GGSIPU Delhi) 2025

- **Projects:** Employee Satisfaction Study at Basket hunt Pvt. Ltd. | Employee Welfare Analysis at Coca-Cola

Bachelor of Arts (IGNOU, Delhi) 2022

CERTIFICATIONS

- AML/KYC Compliance (Udemy) • Investment Risk Management (Coursera) • MS Excel (Coursepe)
- HR Analytics (NPTEL) • Securities Market Quiz (SEBI) • Leadership & Team Effectiveness (NPTEL)
- Power BI (Coursepe)

ADDITIONAL INFORMATION

Languages: English, Hindi

Soft Skills: Communication, Leadership, Problem-Solving, Multitasking

Interests: Cooking, Art & Craft