

Ekta

Ghaziabad | +91 9319472818 | ekta.singh672367@gmail.com | [linkedin.com/in/ekta-singh-3b65302aa](https://www.linkedin.com/in/ekta-singh-3b65302aa)

OBJECTIVE

A self-motivated individual seeking an entry-level opportunity in Finance at a renowned organisation. Possessing analytical and quantitative skills with PGDM in Finance and a strong ability to lead financial management, reporting and analysis.

EDUCATION

Lloyd Business School, Greater Noida PGDM in Banking Financial Services and Insurance (BFSI) & Data Analytics	June 2025
Maharaja Agrasen Himalayan Garhwal University, Uttarakhand Bachelor of Commerce – 68%	Aug 2022
Lal Bahadur Shastri Training Institute, Ghaziabad Diploma in Advance Financial Accounting. A+	Aug 2019
Modern School, Ghaziabad 12 th CBSE -65%	May 2018
DAV Public School, Bihar 10 th CBSE -9.0 CGPA	May 2016

INTERNSHIP EXPERIENCE

Mishra Refrigeration Engineers Pvt Ltd **June 2024 – Aug 2024**

Finance Intern

- Demonstrated a strong understanding of regulatory requirements and company policies in financial accounting, ensuring all transactions complied with applicable tax laws, accounting standards, and regulatory guidelines, similar to the application of Ethics & Independent policies.
- Regularly perform bank reconciliations, comparing the company's internal financial records with bank statements to ensure consistency, and promptly identify and resolve discrepancies.
- Manage accounts payable and receivable by processing invoices, ensuring timely payments, and following up on outstanding receivables to maintain healthy cash flow.
- Ensure timely and accurate filing of GST returns and other taxes.

SKILL

- Tally ERP 9, Tally Prime, Power BI, Excel.

CERTIFICATION

- SEBI – Investor Certification Examination by NISM

CO- CURRICULAR

- Participated in a **Visit to the NSE Program** at NSE Academy, Delhi
- Successfully Conducted and managed a Comprehensive **6-day event, Trade-O-Logy**, as the **Lead Organizer** for the Finance Club at Lloyd Business School.
- **Member** of Scientific Organizing Committee in **International Conference on Contemporary Issues in Management** at Lloyd Business School.
- Attended **India Energy Transition Summit 2023** at FICCI Federation House, Delhi
- Participated in Management Development Program on Insurance and Risk Management (December 16, 2023)
- Participated in Exhibition **Startup Mahakumbh** at Bharat mandapam.
- Active Participated **Collaborative Leadership Program** at Uttarakhand