

MEHUL PAREEK

MBA | Jaipur, RJ | mehulpareek7@gmail.com | +91 8824919416| LinkedIn

PROFILE SUMMARY

Experienced in supporting team projects and managing time-sensitive tasks. Adaptable, quick to learn new skills, and able to communicate effectively with diverse groups. Enthusiastic about contributing to collaborative efforts and finding innovative solutions.

ACADEMIC QUALIFICATIONS

Year	Degree	Institution
2023-25	MBA - FINANCE	Amity University, Jaipur
2019-22	B.com	University of Rajasthan, Jaipur
2019	Class XII, CBSE	Care International School, Jaipur
2017	Class X, CBSE	Care International School, Jaipur

PROFESSIONAL EXPERIENCE

Organization: Infosys BPM Jaipur (December 2022 – June 2023)

Project Title: Account Receivable

Brief Description:

- Manage and Reconcile Accounts: Responsible for overseeing accounts receivable transactions, ensuring all incoming payments are accurately recorded and reconciled with the general ledger.
- Maintain accurate and up-to-date documentation for process workflows and standard operating procedures.
- Monitor daily process activities to meet service level agreements (SLAs) and improve overall efficiency.

Organization: Kotak Mahindra Bank Jaipur, Rajasthan (June 2024 – August 2024) as an Intern

Project Title: Government Banking

Brief Description:

- Contributed to documentation and process improvement initiatives to optimize department operations.
- Supported the creation and delivery of presentations for client meetings.
- Collaborated with team members to streamline workflow processes and enhance efficiency.
- Prepared detailed reports and summaries for senior management review.

CERTIFICATION COURSES/PROFESSIONAL TRAINING COURSES

- Certification of MTC (Military Training Camp), Jaipur, (2024).
- Certification of NISM (National Institute of Security Market), Jaipur, (2023).
- Certification of Advance Excel, (2022).

CO-CURRICULAR ACTIVITIES/PARTICIPATION

- Participant, Odessey'24, Techno-cultural fest, Amity University Jaipur, 2024.
- Certificate Of Participation in Regional Meet Institution's Innovation Council Moe's Innovation Cell. (2024).
- Certificate of Participation DATA ANALYTICS AND FINANCIAL MODELING ACROSS INDUSTRIES (2025).

TECHNICAL SKILLS

- MS Excel (Advance level)
- MS PowerPoint
- Power Bi
- Financial Analysis & Data Interpretation
- Financial Documentation & Reporting

PROJECT

Power BI Dashboard – Tata Motors Stock Analysis

Self-initiated Project | Tools Used: Power BI, DAX, Power Query, Excel

- Designed and developed a comprehensive Power BI dashboard to analyze Tata Motors' stock performance, incorporating time series trends, daily stock price movement, and volume analysis.
- Integrated dynamic visualizations using DAX formulas, slicers, and filters for user-driven insights.
- Tracked key financial metrics including P/E ratio, turnover, and inventory trends, enabling clear interpretation of business performance.
- Performed sector comparison and market behavior analysis to assess Tata Motors' position relative to competitors.
- Created interactive, real-time reports to support data-driven decision-making and demonstrate proficiency in financial analytics and business intelligence.

PERSONAL DETAILS

Parent Name: S/O Mr. Sanjay Pareek

Date of Birth: 14/10/2001

Permanent Address: 366-A, Tara Nagar Khirni Phatak Road Jhotwara Jaipur 302012.

Languages known: Hindi, English