

# 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**

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- 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**

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- 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**

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

## **PROJECT**

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### **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**

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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