

Nikita Jain

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SKILLS

- **Tools/Platforms:** MS Excel, MS Word, MS PowerPoint, Power BI, Tableau, IBM Cognos, Tally ERP-9
- **Soft Skills:** Team Player, Adaptability, Time Management, Problem Solving, Decision Making

INTERNSHIP

Eicher Engines: A unit of TAFE Motors and Tactors Ltd.

15 Jun 2024 – 29 Jul 2024

Finance Intern

- **About:**
 - Made comparative analysis of GST 2B and the accounts books of the TMTL along with the analysis between quarterly report and rectifies it with GST portal report.
 - Achieved a strategic comparison between the GST 2B report and the account books. In addition to this, effectively identified and resolved discrepancies such as missing invoices, incorrect tax amounts, and mismatched supplier details, ensuring accurate transaction records.
 - Incorporated MS-Excel to reconcile quarterly financial reports with GST portal reports. Furthermore, VLOOKUP was used to match and verify tax liabilities and credits claimed.
 - Rectified and reconciliated GST files as per the compliance with GST laws resulting in the concrete impact of reduced notices by tax authorities and reducing the likelihood of penalties due to incorrect filings or delayed payments.

INDUSTRIAL TRAINING

IBM

Jan 2024

Industrial Training in Business Analytics

- Applied Business Analytics tools and techniques to process and interpret complex datasets.
- Utilized Power BI, IBM Cognos, and Excel to create data visualizations that supported business decision-making.
- Executed data loading, cleansing, and transformation tasks efficiently.
- Achieved a deeper understanding of the role of business analytics in organisational growth and decision-making.

PROJECTS

Security Analysis and Portfolio Management | LPU

Sep 2024

- Invested in 10 different Industries to balance risk while managing a 20-lakh virtual portfolio
- Conducted weekly market analysis and adjusted stock holdings through buying and selling the stock
- Applied techniques like sector analysis, stock performance evaluation, and portfolio management
- Monitored portfolio to evaluate gains and losses, improve financial results

Financial Statement And Ratio Analysis | LPU

Sep 2023

- Conducted in-depth **financial analysis** of company's income statement, balance sheets, and cash flow statements for informed investment decisions.
- **Calculated and interpreted key financial ratios** (liquidity, profitability, solvency, efficiency) to identify potential risks, opportunities, and areas for improvement.
- **Developed financial models** to forecast future performance and provided data-driven investment recommendations.

CERTIFICATIONS

- Introduction to Microsoft Excel|Coursera Oct 2024
- Advance Excel|Grant Thornton Sep 2024
- IBM SPSS Modeler May 2024
- IBM Data Fundamentals Apr 2024
- IBM Cognos Analytics Feb 2024
- Decision making strategies|Linkedin Aug 2023

EDUCATION

Lovely Professional University

Master of Business Administration, CGPA: 7.82

Phagwara, Punjab

Aug 2023- Present

Diploma Certificate in Accounting Management

Percentage: 72%

Alwar, Rajasthan

2022-2023

S.S Jain Subodh P.G Mahila Mahavidhalya

Bachelor of Commerce, Percentage: 56%

Jaipur, Rajasthan

2019-2022