

Sneha Pallavi

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SKILLS SUMMARY

- Financial skills:** Financial Accounting, Financial Statement Analysis, Financial Reporting, General Ledger Management, Month-End Closures, Market Research , Variance Analysis, Accounts Payables
- Technical tools:** Tableau, Tally, MS Excel , PowerPoint , MS Word
- Soft Skills:** Communication, Leadership, Analytical Thinking, Time Management

WORK EXPERIENCE

- Arya Agencies**
Accountant
December 2018 -May 2023
Patna , India
 - Managed monthly, quarterly, and annual financial closings, ensuring accurate reporting
 - Reconciled accounts payable and receivable, maintaining financial accuracy
 - Prepared balance sheets and profit & loss statements for financial tracking
 - Handled data entry and maintained financial records for smooth operations
- Arpana Enterprises**
Junior Accountant
December 2014 -October 2018
Arrah , India
 - Assisted in data entry, invoice processing, and daily transactions
 - Helped with bank reconciliations and managing daily transactions
 - Supported basic bookkeeping and document organization

INTERNSHIP EXPERIENCE

- Share India**
Merchant Banking Intern
Jun2024 –July 2024
Noida, India
 - Conducted financial statement analysis and prepared investor presentations showcasing growth metrics to align with client expectations
 - Collaborated with internal teams to draft IPO documents, ensuring timely resolution of compliance-related queries
 - Troubleshooted discrepancies during the IPO process by maintaining detailed documentation and escalating issues as needed
 - Supported cross-functional teams to ensure accurate financial data and improved reporting efficiency

FREELANCER EXPREIENCE

- LinkedIn Content Creator (Remote)**
Since August 2023
 - Actively engaged with the LinkedIn community to foster connections and discussions
 - Created finance-focused content on IPOs, budgeting, market trends, and investment strategies, leveraging SEO and analytics to enhance engagement
 - Achieved 1M+ impressions, optimizing content strategy using data-driven insights to boost visibility and audience retention
 - Expanded LinkedIn network from 900 to 8,000+ connections, enhancing industry influence and establishing expertise in finance, investments, and market trends

PROJECTS

- Comparing Jubilant Industries Ltd and Tata Chemical Ltd: Financial Insights**
 - Analyzed liquidity, proprietary, and solvency ratios, leading to actionable financial insights and recommendations
 - Provided comparative analysis of Jubilant Industries Ltd and Tata Chemical Ltd, resulting in enhanced decision-making for stakeholders
- IPO Analysis of Protean eGov Technologies: Financial Insights**
 - Analyzed the IPO, evaluating key financial metrics and market positioning, leading to enhanced strategic decisions
 - Delivered actionable insights, improving the IPO strategy and overall decision-making process

CERTIFICATIONS

- Investor Certification(SEBI) January 2025
- Microsoft Excel 365 (Grant Thornton Bharat LLP) September 2024
- Finance and Accounting Tips (Coursera) December 2023
- Corporate Finance Foundation (Coursera) September 2023
- Excel Skills for Business Virtual Experience Program (Goldman Sachs) October2023

EDUCATION

- Lovely Professional University** Punjab, India
Master of Business Administration –Finance *CGPA: 8.50* Since August 2023
Favorite Courses: Core Finance, Accounting, Cost Accounting , Investment Banking
- S.B. College** Bihar, India
Bachelor of Business Administration -General; Percentage: 78.8% July 2011 – July 2014
Favorite Courses: Finance, Accounting, Accountancy management
- H.D. Jain College** Bihar, India
Higher Secondary; Percentage: 67% July 2009 – July 2011