

TANUJA KARKI

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SKILLS SUMMARY

- **Languages:** C++, Python
- **Frameworks:** HTML
- **Tools/Platforms:** Microsoft Excel, Tablue, SPSS, Vs Code
- **Soft Skills:** Resilient, Team Player, Communication, Adaptability

INTERNSHIP

Auditor Intern | Mukesh Raj & Co. | Chartered Accountant Company

Sep 2022

- Gained practical exposure to the field of **accounting** through real-world experience.
- Deepened my understanding of **financial regulations** and compliance.
- Gained hands-on experience in preparing **financial statements**, and managing **tax filings**, which strengthened my technical accounting skills.
- Improved my ability to analyze complex **financial data** and provide actionable insights, enhancing my problem-solving and decision making capabilities.

Financial Analyst Intern | Sabres Group | IT Company

Jun 2024

- Analyzed financial statements and key performance metrics to support data-driven **decision-making** and **strategic planning**.
- Conducted market and **competitor analysis** to provide insights on **industry trends** and identified growth opportunities.
- Prepared **financial reports** and presented findings to senior management.
- Contributed to accurate and efficient planning process.

PROJECTS

Affiliate Marketing – August Bioscience:

- Learned the importance of building and maintaining strong relationships.
- Demonstrated the ability to adapt to changing market trends, consumer preferences and technological advancement.

Affiliate Marketing – Guppy Moms:

- Developed a results-oriented mindset focused on achieving measurable outcomes and driving tangible business.
- Learned strategies for building and maintaining relationships with affiliate partners to ensure consistent revenue growth.

ACHIEVEMENTS

Secured 2nd Rank : Sacred Heart School

Dec 2018

- Among 21+ teams in CBSE Football competition

CERTIFICATIONS

- NCFM| Financial Analyst Course June 2023
- UDEMY| Financial Analyst Course May 2023

EDUCATION

Lovely Professional University | Finance

- *Master of Business Administration* Since 2024

Lovely Professional University | Finance

- *Bachelor of Business Administration; CGPA: 7.62* Aug 2020 – May 2023

Sacred Heart School | Commerce

- *Intermediate; Percentage: 91%* April 2019 - March 2020