

Arpita Sharma

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SKILLS SUMMARY

- **Technical Skills:** MS Word, MS PowerPoint, Tally Prime 5.2, MS Excel (VLOOKUP, Pivot Table, Data Validation), Google Sheets
- **Soft Skills:** Problem-Solving Skills, Team Player, Negotiation, Adaptable Attention to detail, analytical thinking, strong communication, time management, and ability to work under deadlines.
- **Financial Skills:** Financial accounting & ledger management, taxation knowledge (GST/TDS/Advance Tax), core banking process awareness, financial statement & ratio analysis, cost & pricing analysis, IPO evaluation & valuation metrics, technical & fundamental stock analysis, risk assessment, investment forecasting & decision support.

WORK EXPERIENCE

Kwality Polythreads Pvt. Ltd. – Haridwar

Oct '24 – Present

Account & Finance Executive

- Reviewed and verified accounting vouchers and ledger postings, ensuring accuracy, proper classification, and compliance with accounting standards.
- Performed ledger scrutiny and reconciliation of vendor, customer, and general ledgers to identify mismatches, incorrect postings, and rectification requirements.
- Handled TDS audit activities including applicability assessment, rate verification, calculation, timely deduction, challan preparation, deposit, and support in TDS return filing and reconciliation with records.
- Assisted in Advance Tax computation and provisioning, ensuring statutory compliance, accurate estimation, and timely payment as per Income Tax Act provisions.
- Supported GST audit and compliance by preparing GST working files, verifying tax applicability, evaluating ITC eligibility, validating credit set-off, and reviewing RCM transactions.
- Conducted GST return verification and reconciliation, including matching books with GSTR-1, GSTR-3B, and GSTR-2B, and assisted in annual GST reconciliation.
- Assisted in statutory and internal audit support, including preparation of audit schedules, tax workings, documentation maintenance, and compliance record verification.
- Performed bank and transaction reconciliation, ensuring alignment between books, supporting documents, and financial statements while identifying discrepancies.
- Developed expertise in invoice drafting, tax applicability assessment, transaction classification, and internal control review, supporting accurate financial reporting and audit readiness.

INTERNSHIP

Bank of India – Haridwar

Jun '24 – Jul '24

Management Intern

- Gained comprehensive expertise in banking products, including Recurring Deposits, Fixed Deposits, Mutual Funds, KYC processes, Account Nominations and loan categories.
- Addressed and resolved complex customer issues, ensuring satisfactory resolution and enhanced client satisfaction.
- Assisted in account opening procedures, KYC verification, and documentation accuracy as per RBI norms.
- Worked with core banking operations including deposit/withdrawal processing, cheque handling, and passbook updates.
- Supported customer communication regarding interest rates, account statements, settlement queries and product benefits.
- Assisted in drafting service requests, updating customer records, and ensuring compliance accuracy in internal systems.

PROJECTS

Portfolio Creation Based on Technical Analysis | LPU |

Apr '24 – May '24

- Established and managed a TradingView account with a virtual investment fund of ₹10 lakhs.
- Analyzed candlestick patterns such as the Hanging Man, Hammer, Head & Shoulders, Three Black Crows, and Three White Soldiers to conduct stock trading.
- Identified trend momentum and reversal indication using technical indicators such as RSI, MACD & TMA.
- Applied numerous trading tactics for precise market entry and exit decisions, boosting risk-reward outcomes.
- Developed great understanding of stock price movements, behavioural tendencies, and overall market mood through continual practice.

- Comprehensive Financial & Strategic Analysis of A Company | LPU |** Apr '24 – May '24
 - Conducted an in-depth corporate analysis on a company like ITC, covering history, diversification, and business model.
 - Performed a detailed SWOT evaluation, identifying competitive strengths, financial risks, market opportunities, and regulatory threats.
 - Analysed 5 years of financial statements to understand revenue movement, cost structure, margin growth, and net profitability.
 - Performed ratio analysis including EPS, ROE, ROCE, net profit margin, and leverage metrics to gauge financial performance.
 - Applied valuation techniques such as NAV, comparable market method, DCF, and book value to assess overall company valuation.
- Cost Sheet Analysis | LPU |** Oct '23 – Nov '23
 - Conceptualized an innovative product concept and defined its functional scope and features.
 - Conducted detailed analysis of direct and indirect costs associated with the product.
 - Assessed factory, office, and selling overheads to determine optimal target costing.
 - Calculated final selling price by applying an appropriate profit margin over total cost.
- Fundamental Analysis of Upcoming and Recently Listed IPO | LPU |** Aug '23 – Sep'23
 - Analysed key IPO parameters including allotment size, reservation categories, company financials, subscription levels, and valuation ratios.
 - Assessed market sentiment and investor demand through subscription trend evaluation and comparative IPO analysis.
 - Applied financial insights and analytical models to develop data-backed forecasts on IPO performance.
 - Supported decision-making by providing informed recommendations to investors on IPO investment suitability.

CERTIFICATIONS

- Financial Modelling and Valuation | National Stock Exchange | Apr '25 - Jul '25
- Options Trading Strategies Module | National Stock Exchange | Nov'24 - Jan'25
- Equity Derivatives: A Beginner's Module | National Stock Exchange | Aug'24 – Oct'24
- Interest Rate Derivatives: A Beginner's Module | National Stock Exchange | Aug'24 – Oct'24
- Investment Analysis and Portfolio Management | National Stock Exchange | Apr'24 – Jun'24
- Technical Analysis Module | National Stock Exchange | Apr'24 – Jun'24
- Fundamental Analysis (Intermediate) | National Stock Exchange | Jan'24 – Mar'24
- Mutual Funds (Advanced) Module | National Stock Exchange | Jan'24 – Mar'24

EXTRA CURRICULAR ACTIVITIES

- Participated in virtual Portfolio Competition | Thapar Institute of Engineering & Technology | Dec'23 - Jan '24
- Served as the event coordinator for the college farewell event Jan '23 – Feb '23

EDUCATION

- MBA in Financial Markets** Aug '23 – Jun '25
 Lovely Professional University | Phagwara, IN
 CGPA – 8.65
- Bachelor of Commerce (Honours)** Aug '20 -Jul '23
 Sri Dev Suman Uttarakhand University | Haridwar, Uttarakhand, IN
 Percentage – 77.1%
- Senior secondary Education (12th) PCM** Apr '19 -Mar '20
 BML Munjal Green Meadows School | Haridwar, Uttarakhand, IN
 Percentage – 86%
- Secondary Education (10th)** Apr '17 -Mar '18
 BML Munjal Green Meadows School | Haridwar, Uttarakhand, IN
 Percentage – 80.3%