

AKSHAY SHUKLA

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PROFESSIONAL SUMMARY

Aspiring finance professional with a Bachelor's degree in Accounting & Finance and experience in financial administration, data analysis, and market research. Strong analytical skills, expertise in MS Excel, and a proactive approach to problem-solving. Seeking a dynamic role in finance or accounting to apply my skills and contribute to organizational success.

EDUCATION

Bachelor of Commerce (Accounting & Finance)

Atma Ram Sanatan Dharma College, University of Delhi (2020-2023)

CGPA: 7.48/10

PROFESSIONAL EXPERIENCE

MUFG Bank Ltd. | Administrative Associate

(January 2024 - Present, New Delhi)

- Process invoices and maintain financial records, ensuring 98% accuracy in vendor payments.
- Provide administrative support to multiple departments, streamlining operations.
- Manage the mailroom and ensure timely processing of financial documentation.

Chegg India | Subject Matter Expert (Part-Time)

(December 2022 - April 2023, Remote)

- Authored and reviewed 250+ solutions for General Accounting and Business Management textbooks.
- Assisted global students by resolving finance and business queries with a 95% accuracy rating.
- Conducted quality reviews to enhance solution effectiveness and clarity.

KEY SKILLS

- Financial Analysis & Accounting
- MS Excel (Data Analysis, Pivot Tables, VLOOKUP)
- Market Research & Business Finance
- Financial Reporting & Vendor Management
- Communication & Problem-Solving

CERTIFICATIONS & TRAINING

- Market Research - Great Learning (April 2023)
- Business Finance Foundation - Great Learning (March 2023)
- Workshop on Successful Cooperative Business Models - NCUI Coop, New Delhi (2023)

AWARDS & ACHIEVEMENTS

- First Rank in G20 Quiz Competition at the G20 International Food Festival, New Delhi.
- Awarded a Scholarship for academic excellence at Atma Ram Sanatan Dharma College.
- Second Rank in Inter-School GK Olympiad Competition.