

Nandani Jain

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PROFESSIONAL SUMMARY

Motivated and detail-oriented BBA graduate with strong knowledge of business management, finance, and marketing principles. Possess excellent communication, problem-solving, and organizational skills. Eager to apply academic knowledge and contribute to organizational growth in an entry-level business role.

EXPERIENCE

Finance intern

April 2024 – May 2024
Jabalpur

Chartered Accountant firm/PDP Associates

- Assisted in preparing financial statements, tax returns, and documentation for clients from varied industries, ensuring accuracy in recorded transactions.
- Collected, verified, and organized financial records to support internal audit procedures and compliance checks under Indian GAAP.
- Performed GST and TDS-related tasks including basic filings, data reconciliation, and error identification to maintain statutory accuracy.
- Updated accounting entries and performed ledger reviews using Tally ERP and Excel, improving data consistency and reducing manual errors.
- Collaborated closely with senior accountants to understand end-to-end financial reporting processes.

Virtual Experience Participant

June 2024
Remote

JPMorgan Chase (Forage)

- Completed a structured virtual program involving real-world style financial analysis scenarios using Excel tools.
- Used Pivot Tables, VLOOKUP, conditional formatting, and formula-based analysis to interpret financial datasets and highlight trends.
- Created simple VBA macros to automate repetitive steps, demonstrating understanding of workflow optimization.
- Built dashboards and visual analytics charts to present financial insights in a clean, executive-style format.
- Practiced developing investment-style recommendations based on data interpretation and risk evaluation.

EDUCATION

Bachelor of Business Administration (Finance Specialization)

2022 – 2025
Gwalior

Amity university

- Achieved top rank in the class for academic performance, consistently maintaining strong grades throughout the program.
- Demonstrated excellence in finance-focused subjects including accounting, corporate finance, and financial analysis.

Higher Secondary (12th)

Christ Church Girls' Senior Secondary School

2022
Jabalpur

SKILLS

- Communication skills & Tools like
- Microsoft teams & Slack
- Data Analysis GST, TDS
- MS Excel (Pivot Tables, VLOOKUP, Macros, Dashboards)
- Proficient in CRM & HRM Tools
- Strong active listening and Problem Solving
- Tally ERP
- Invoicing Software
- Multi-tasking

LANGUAGES

English – Fluent | French – Basic

CERTIFICATES

– Corporate Finance | Management | Digital Marketing | Excel Skill Virtual Experience Program

ADDITIONAL INFORMATION

- Served as mediator between faculty and students, ensuring smooth communication and timely issue resolution.
- Coordinated logistics for large-scale cultural events, managing backstage operations and event execution.
- Participated in community development initiatives focused on education, health awareness, and environmental welfare.
- Performed street plays to raise awareness on social issues and engage diverse audiences.
- Took leadership roles in sports and college activities.

Sports Achievement – Basketball (Inter-College Level)

- Represented college in inter-college basketball tournaments, contributing to team strategy and performance.
- Trained consistently and performed in competitive matches, strengthening teamwork and on-court coordination.
- Developed discipline, quick decision-making, and high-pressure communication through competitive gameplay.