
Summary

A Finance and Accounting enthusiast with strong analytical skills and keen attention to detail. Proficient in extracting insights from complex data to support informed business decisions. Strong written communication skills that enhance clarity and effectiveness in documentation and reporting.

Education

University of Lucknow
Bachelor of commerce(Hons) : 72.8%

Oct 2020 - Aug 2023
Lucknow India

City International School
CBSE : Commerce : 88.8%

Lucknow,India
March 2020

Skills

- Financial Statement Analysis • Journal Entries & Bookkeeping • Accounts Payable & Receivable • Expense Management
 - Attention to Detail • Strong Analytical Skills • Effective Communication • MS Office Suite, Market Research
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Work Experience

INTERN | TIME

June 2023 - July 2023

- Assisted in creating and executing marketing campaigns, contributing to brand visibility.
- Managed social media engagement, responding to customer queries and increasing interaction.
- Collaborated with design and content teams to develop engaging marketing materials.
- Conducted market research to understand consumer preferences and competitor strategies.

INTERN | NAS ENTERPRISES

June 2022 - July 2022

- Assisted in various activities within the Accounting & Financial Services Division, enhancing financial knowledge.
 - Gained exposure to business operations, understanding the workflow of financial processes.
 - Supported the team in maintaining financial records and documentation.
 - Successfully completed assigned tasks with dedication and efficiency, earning positive feedback.
 - Developed time management and teamwork skills while working on multiple tasks.
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Certification and Courses

The Complete Financial Analyst Course - 365 careers

- Proficient in Microsoft Excel, including data analysis, financial modeling, and professional chart creation.
- Skilled in financial statement preparation and analysis, including P&L, balance sheets, and key performance ratios.
- Experienced in financial valuation techniques, project feasibility analysis (NPV), and industry research.

Advanced Excel Training- Internshala.

- Learned essential Excel functions like VLOOKUP, HLOOKUP, IF statements, and Pivot Tables.
- Gained hands-on experience in organizing, analyzing, and visualizing data using Excel tools.

HR Analytics course- Great Learning

- Learned the basics of HR analytics and its role in data-driven decision-making.
 - Gained insights into workforce trends, employee performance analysis, and HR metrics.
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Projects

Create a Financial Statement using Microsoft Excel- Coursera project network

- Gained hands-on experience in creating a complete financial statement using Microsoft Excel, including a Transactions page, Profit & Loss statement, and Balance Sheet.
- Learned to apply Excel functions like SUMIFS to categorize and summarize financial data accurately.
- Developed a clear understanding of Balance Sheet components and performed a final balance check to ensure accuracy in financial reporting.