



DIKSHA PRAJAPAT

Applied For: Finance

EMAIL ID:

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Contact Number: +91-6377513217

Residential Address: Knowledge park 3, Greater Noida

Permanent Address: Jaipur

SKILLS & COMPETENCIES

- Data Analysis
- Excel Proficiency
- Quantitative Analysis
- Team Collaboration
- Time Management
- Attention to Detail
- Organizing

AREAS OF EXPERTISE

- Presentation Skills
- Ms Excel
- Tableau
- Oracle

LANGUAGES KNOWN

- English
- Hindi

PERSONAL DETAILS

LinkedIn: Diksha Prajapat

CAREER OBJECTIVE

Results-driven PGDM student with a passion of finance and a desire to kick-start my career in the dynamic sector of finance. Eager to leverage my financial skills and accounting knowledge to uncover new business opportunities and contribute to the organization's mission.

EDUCATIONAL DETAILS

Qualification	Board/University	Passing Year	Percentage
PGDM	I Business Institute	2023 (pursuing)	8.57 (till now)
B.Com.	Rajasthan University	2021	II Division
12th	Rajasthan Board	2018	66.80%
10th	Rajasthan Board	2016	69.00%

INTERNSHIP EXPERIENCE & PROJECTS UNDERTAKEN

FORTIS ESCORTS HEART INSTITUTE (Internship for 2 months, May-June 2024)

- Prepared cash reconciliation statements on weekly basis.
- Managed Invoice Processing.
- Audited OPD Bills.
- Learned and worked on Oracle Tool.
- Utilized Excel to prepare cash reconciliation & Doctors' Payout sheet

INSPLORE CONSULTANTS PVT. LTD. (Live Project for 2 months, Oct-Dec 2023)

- Investment calculations.
- Managed Daily Sales Report (DSR) to track and analyze sales performance metrics.
- Prepared comprehensive presentations.

JOB EXPERIENCE (ROLES & RESPONSIBILITIES)

FINKAP CORPORATE SOLUTIONS (July 2020-Feb 2021)

- Assisted in filing AOC-4 and MGT-7 forms.
- Managed trademark registrations
- Utilized Excel to track and update daily tasks

ACHIEVEMENTS & PARTICIPATIONS

- Participated in Operations club activity as an anchor (April 2024)
Key learnings: Increased confidence, Team Coordination.
- Participated in HR club activity as an HR (Feb 2024)
Key learnings: Communication Skills, Leadership.
- Coordinated in Marketing Fest held in college (Dec 2023)
- Achieved 2nd position in G20 Presentation Competition (Sept 2023)
Key learnings: Collaboration, Adaptability, Problem-Solving.

CERTIFICATIONS

- Internship completion Certificate (July 2024)
- Live project Certificate (Dec 2023)
- IIM Calcutta certification (Sept 2023) (Tableau)

DECLARATION

The details provided above are accurate to the best of my knowledge.