

Education

2023-2025	Galgotias University MBA in Finance & Marketing (7.8CGPA)	GreaterNoida,UP
2020-2023	Aligarh Muslim University Bachelor of Commerce (66.4%)	Aligarh,UP

Internships & Experience

SafeLedger|Intern

Duration:60days

- **GST and Income Tax Filings:** Successfully managed and filed GST and income tax returns, ensuring compliance with regulatory requirements.
- **Taxation:** Provided support in the preparation and submission of various tax documents, enhancing my understanding of the taxation landscape.
- **Company Incorporation:** Assisted in the incorporation of new companies, including the preparation and filing of necessary legal documents.
- **Auditor Assignment:** Coordinated the assignment of auditors, ensuring timely and accurate audit processes.
- **Company Windup:** Contributed to the process of winding up companies, managing documentation and procedural requirements.
- **TDS Operations :**Performed 26AS matching and income reconciliation to validate client receipts and invoices while supporting in preparing TDS data and reports for filing of regular and revised returns.
- **MIS Reports :** Prepared and analyzed MIS reports to assist management in financial decision-making while ensuring accuracy of data and timely submission of reports.

Bada Business/Key Account Manager

Duration:30 Days

- Advised key clients on strategic business growth and profitability enhancement.
- Analyzed client performance to identify opportunities for revenue optimization.
- Built and maintained strong client relationships to ensure long-term business success.
- Provided customized business solutions to help clients achieve their financial and operational goals.

Projects

- While pursuing my studies, I successfully executed a digital marketing project focused on lead generation and sales through social media and affiliate channels. I ran targeted ad campaigns on Meta (Facebook and Instagram) to attract potential leads, and collaborated with influencers and affiliate marketers to expand reach organically. Using data analytics and A/B testing, I optimized ad performance and reduced acquisition costs. I pitched the product to leads using professional PowerPoint presentations, handled client queries, and converted leads into customers through effective communication and follow-up. This end-to-end marketing and sales approach helped me generate approximately ₹9 lakh in revenue, applying my analytical, marketing, and communication skills in a practical, performance-driven environment, their extensive and successful marketing strategies.

Additional Certificates

- **Udemy-Complete Introduction to Finance and Accounting**
- **Alison Empower-Fundamental of Corporate Finance**

Skills

TDS Reconciliation, GST Filings, income tax filings, MIS Reporting and Analysis, Compliance & Taxation, Client Coordination and Follow Up, PowerPoint & Word, MS Excel, Due diligence, Data visualization.