

Kartikey Shukla

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Noida, India.

PROFESSIONAL SUMMARY

A motivated BBA graduate with strong communication, analytical, and teamwork skills, eager to learn, grow, and contribute effectively to a professional and dynamic work environment.

PROFESSIONAL EXPERIENCE

Shakti Kendra Enterprises

Finance Associate

Jun 2022 - Dec 2024

Kanpur

- ❖ Managed and maintained complete financial records of SHG transactions, including savings, loans, and repayments
- ❖ Developed and implemented Excel-based automation tools to streamline manual bookkeeping and improve data transparency
- ❖ Prepared audit-ready financial statements, including ledgers, balance sheets, and income-expenditure reports for tax filing and compliance purposes.

EDUCATION

➤ **Pranveer Singh Institute of Technology, Kanpur**

Bachelors of Business Administration

2022-2025

Percentage: 70%

➤ **UPKSSV**

12th Class - Indian Certificate of Secondary Education (ICSE)

2020-2022

10th Class - Indian Certificate of Secondary Education (ICSE)

Percentage: 75%

Percentage: 80.6%

PROJECTS

- ❖ Role of Microfinance in development of Rural Entrepreneurship (*Research Paper*)
- ❖ The study of prostitution in India (*Social report*)
- ❖ Screens at War: Analyzing Consumer Choices between Theaters and OTT Services (*Market Survey report*)
- ❖ Empowering Brands and Influencers: Study on Impact of Influencer Marketing agency. (*Industry Survey Report*)

CERTIFICATIONS

- ❖ **Excel: Economic Analysis and Data Analytics** by LinkedIn Learning.
- ❖ **Excel & Advance Excel** by PSIT College of Higher Education.
- ❖ **Retail Marketing Management** by Ministry of Micro, Small and Medium Enterprises (MSME).
- ❖ **Sales Management** by Great Learning.

ACHIEVEMENTS

- ❖ Served as **Event Head** in “Pitch Prodigy” during Ignitia 2K24, the annual fest of PSIT College of Higher Education.
- ❖ **Technical Head** of “IDEGY,” the official business club of PSIT.
- ❖ Led as **Technical Head** for the “Budget-o-nomics” competition at PSIT College of Higher Education.
- ❖ Served as **Technical Head** for the “Case Crucible” business strategy event.
- ❖ Held the position of **Technical Head** in “Talkathon,” a business communication competition.
- ❖ Oversaw event operations as **Technical Head** for “Book-o-skit,” a creative business storytelling event.
- ❖ Acted as **Student Coordinator** for the “Ad Teaser” marketing competition at PSIT.
- ❖ **Presented a Research Paper & Volunteered** in an **International Conference** organized by PSIT College of Higher Education.
- ❖ Demonstrated consistent leadership across multiple inter-college competitions and academic event.

SKILLS & TOOL

Soft Skills	Tools
Analytical Thinking	Microsoft Excel and Advance Excel
Attention to Detail	Microsoft Powerpoint
Time Management	Microsoft word
Problem-Solving	Tally ERP
Communication Skills	Google sheets, Google slides & Google Docs
Team Collaboration & Adaptability	Quickbooks
Critical Thinking	PowerBI & Tableau