

Seema Rani

BBA GRADUATE

A dedicated Management graduate with a strong aptitude for numbers, financial data analysis, and effective communication. Equipped with a blend of analytical and compliance skills essential for thriving in corporate environments. Passionate about contributing to risk management and financial accuracy through strategic insights and collaboration. With a proactive mindset and adaptability, I am eager to bring value to a dynamic workplace by supporting regulatory adherence, compliance operations, and organizational success, while continually growing both personally and professionally.

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📍 Delhi, India

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EDUCATION

Bachelor of Business Administration

Sri Guru Tegh Bahadur Institute of Management and Information Technology, IP University

10/2022 - 05/2025

7.76 CGPA

Class 12th (Commerce)

Kendriya Vidyalaya, Gole Market, New Delhi

04/2021 - 03/2022

70.1%

Class 10th

Kendriya Vidyalaya, Gole Market, New Delhi

04/2019 - 05/2020

77%

WORK EXPERIENCE

Finance Intern

Insplore TLS Consultant Pvt. Ltd

06/2024 - 08/2024

Achievements/Tasks

- Conducted financial data analysis to identify discrepancies, risks, and trends for compliance and forecasting.
- Assisted in preparing financial reports, budgets, and payroll records with accuracy and confidentiality.
- Supported internal audits and compliance checks, ensuring adherence to financial and regulatory policies.
- Researched and applied compliance standards in financial reporting and documentation.
- Collaborated with finance team to improve reporting accuracy and process efficiency.

SKILLS

Financial Data Analysis & Reporting

Risk Assessment

Regulatory Knowledge

Problem Solving

Critical Thinking

MS Office (Excel, Word, PowerPoint)

Communication & Team Collaboration

CERTIFICATES

SEBI Investor Certification , NISM

Training & Development , NPTEL

Entrepreneurship , NPTEL

Digital Marketing Workshop , DIDM

LANGUAGES

ENGLISH

Full Professional Proficiency

HINDI

Full Professional Proficiency

HOBBIES

Reading Business & Finance Articles

Yoga & Meditation

Problem-Solving Puzzles & Brain Games

Cooking

Travelling & Exploring Cultures