

## OBJECTIVE

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MBA candidate specializing in Finance and HR, with practical internship experience in financial operations and HR processes. Skilled in Excel, Tally, SAP FICO, and familiar with ATS used in recruitment workflows. Eager to apply analytical, organizational, and people skills to contribute to business and talent management success.

## EDUCATION

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<b>Master of Business Administration   Finance &amp; Human Resource</b>	<b>2023-2025</b>
Department of Management Studies, Bhimtal	
<b>Bachelor of Commerce</b>	<b>2020-2023</b>
Kumaun University	
<b>Intermediate (Commerce)</b>	<b>2018-2020</b>
M.V.M school	

## INTERNSHIPS

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### FINANCE INTERN | JAIHIND AUTOTECH INDUSTRIES |

- Observed and assisted the accounts team in recording daily financial entries in Tally ERP 9.
- Helped in organizing GST-related invoice data in Excel for monthly reports .
- Supported preparation of basic expense and payment tracking sheets using MS Excel.
- Learned how to perform bank reconciliation by comparing bank statements with ledger entries.
- Gained exposure to practical processes like vendor payment flow, approvals, and petty cash handling .
- Developed understanding of real-world finance operations in a manufacturing company environment.

## KEY SKILLS

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- AML (Anti-Money Laundering)
- KYC (Know Your Customer)
- Transaction Monitoring
- Fraud Detection
- Due Diligence & Compliance

## TECHNICAL SKILLS

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- **MS Office suite:** Proficient in Excel (Pivot Tables, VLOOKUP, Charts), Word, and PowerPoint for professional documentation and presentations.
- **Advanced excel:** Data cleaning, dashboards, conditional formatting, IF statements, data validation.
- **Tally ERP:** Basic accounting and Financial entry management.
- **SAP FICO:** Familiar with financial accounting and controlling processes using SAP.
- **Invoicing & Billing:** Basic understanding of preparing GST invoices and handling product, pricing, and tax details.
- **Inventory Management:** Maintained stock entries and product records using Tally and Excel, including item codes, quantities, and stock updates.
- **Payroll Processing:** Familiar with salary calculation, deductions, (PF,ESI,TDS) and pay slip structure.

## SOFT SKILLS

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Team Collaboration

Effective Communication

Time Management

Leadership & Initiative

Adaptability

Problem solving

## CERTIFICATES

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- **Diploma in Computer Applications (JUNE 2022):** Proficient in MS Excel functions (VLOOKUP, pivot tables, charts), Word, PowerPoint, Tally ERP and Typing ( Hindi & English).
- **Certificate in NISM (MAR 2024):** Understanding of Indian capital markets, SEBI regulations, investment products, and risk management strategies.
- **Certificate in Advanced Excel (AUG 2022):**
  - Lookup functions ( VLOOKUP, XLOOKUP, INDEX-MATCH)
  - Data analysis tools (Pivot Tables, Conditional Formatting, What-If analysis)
  - Interactive dashboards and visualization techniques
- **Certificate in SAP FICO (SEP 2023):** Practical knowledge of financial accounting and cost controlling in SAP;
  - General Ledger Accounting (G/L)
  - Accounts payable (AP)
  - Accounts receivable (AR)
  - Bank accounting
  - Cost center accounting
  - Internal orders
  - Profit center accounting

## EXTRA-CURRICULAR ACTIVITIES

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- Participated in inter-school and state-level sports tournaments (Football, Cricket, Badminton).
- Recognized for team spirit, discipline, and leadership in sports events.