

Bushra

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CORE SKILLS

- Advanced Excel
- Tally Prime
- Accounting & Reconciliation
- Data Analysis & Visualization
- Client Relationship Management
- Financial Reporting
- PowerPoint Design & Presentations

EDUCATION

| Course | Institution | Year of Passing |
|--------------------|--------------------------------------|-----------------|
| MBA (Finance & HR) | LM Thapar School of Management, TIET | 2026 (Pursuing) |
| B. Com | University of Delhi | 2019 |
| 12th | CBSE Board, Govt. SKV | 2016 |
| 10 th | CBSE Board, Govt. SKV | 2014 |

PROFESSIONAL EXPERIENCE

- **Finance Accounting Intern**

Hindon Mercantile Limited • June 2025 – August 2025

- Managed journal entries in Tally ERP Prime and performed GST (input/output) and TDS reconciliations, enhancing financial accuracy. Created structured Excel reports for TDS payable/receivable tracking.
- Contributed to critical RBI regulatory filings for NBFC compliance, ensuring timely submission and adherence to statutory norms, strengthening exposure to financial governance.

- **Finance Operations Intern**

Registerkaro • Dec 2024 – Jan 2025

- Managed incorporation processes for diverse business entities, ensuring compliance with regulatory standards.
- Facilitated essential tax registrations and obtained industry-specific certifications, enhancing operational efficiency.

- **Finance Intern**

Coding Jr • May 2024 – Jul 2024

- Conducted financial research and investor outreach, supporting corporate finance initiatives.
- Collaborated with cross-functional teams to prepare pitch decks for the prospective investors.

- **Operations Executive**

Magicbricks Realty Services Pvt Ltd • Jan 2021 – Jan 2023

- Led a team of 7, enhancing customer service efficiency and reducing resolution time by 35%.
- Solved customer queries via email and escalation calls, maintaining a high standard of client satisfaction.

- **Data Entry Executive**

Sam Digitech Pvt Ltd • Jan 2017 – Sep 2017

- Processed high-volume PAN card applications with 99% accuracy, ensuring compliance with data management protocols.

PROJECTS

- **Lilac Bags: A Small Business Project**

- Developed and managed a small business as part of an entrepreneurship subject, focusing on branding, financial planning, and operations to ensure profitability. Implemented cost-effective marketing strategies, achieving a 20% increase in customer engagement.

- **Sustainability Initiative: Tree Plantation Drive**

- Organized and executed a tree plantation drive at a nearby school, securing sponsorships and managing funds to promote environmental sustainability. Managed budget allocation, ensuring efficient fund utilization for long-term impact.

CERTIFICATIONS

- Financial Markets Certification – Great Learning Academy
- Investment Banking – Udemy
- TALLY ERP 9.0 – Lal Bahadur Shastri Institute, Delhi

HOBBIES AND INTERESTS

- Reading Novels.
- Painting and designing.