

Manish Kumar

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Career Objective

Analytical and detail-oriented finance professional pursuing a PGDM in Finance, with practical experience in financial analysis, investment research, and client servicing. Adept at managing financial documentation, supporting advisors, and ensuring accuracy in compliance-driven environments. Committed to contributing to the organization's goal of delivering exceptional client experiences and maintaining high ethical standards.

Education

Post Graduate Diploma in Management (Finance) — G.L. Bajaj Institute of Management & Research, Greater Noida (2023–2025)
Bachelor of Commerce — St. Xavier's College, Ranchi (2016–2019)

Professional Experience

Finance Intern — Tradeshala | May 2024 – July 2024

- Conducted financial and portfolio analysis for mutual fund and equity clients to support investment decisions.
- Developed Excel-based financial models and performance reports to improve analytical accuracy.
- Collaborated with senior analysts to streamline financial reporting and documentation processes.

Assistant Store Manager — Lenskart | Jun 2025 – Oct 2025

- Oversaw daily sales, reconciliation, and expense management for a high-volume retail outlet.
- Performed financial and operational data analysis to identify profitability trends and optimize performance.
- Created and presented performance reports to management to support financial planning and decisions.
- Ensured accuracy in financial documentation and compliance with company reporting standards.
- Enhanced client experience through personalized service and efficient issue resolution.

Finance Consultant — Learning Links Foundation | Oct 2020 – Dec 2022

- Designed and delivered financial and digital literacy programs under Mastercard and Vodafone Idea initiatives.
- Managed budgeting, compliance, and financial tracking for large-scale projects.
- Enhanced financial inclusion through workshops on savings, investments, and digital tools.

Accounts Executive — Anil Mihir & Associates | Apr 2019 – Mar 2020

- Managed accounts reconciliation, GST/TDS compliance, and journal entries using Tally.
- Prepared financial reports and assisted clients in tax filing and investment documentation.

Technical & Core Skills

Financial Modelling | Investment Research | MS Excel (Advanced) | PowerPoint | Financial Documentation | Compliance & Accuracy | Mutual Funds | Client Servicing | Communication | Time Management

Certifications

- NISM V-A: Mutual Fund Distribution
- Accounting Fundamentals – CFI (2023)
- Financial Statement Analysis – CFI (2023)
- Introduction to Risk Management – CFI (2024)
- Introduction to Capital Markets – CFI (2024)