

# AKSHAT ARORA

**BBA GRADUATE**

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## SUMMARY

Detail-oriented and self-driven Business Administration graduate with proven experience in operations, customer servicing, finance and logistics. Proficient with skills in working in both team-based and independent capacities. Bringing strong work ethics and organizational skills. Poised to build valuable experience and ready to contribute to team success with administrative and project management support. Eager to gain compliance and AML knowledge, documentation review skills, and risk-based thinking to support KYC operations and contribute to organizational success.

## SKILLS

|                       |                      |                 |
|-----------------------|----------------------|-----------------|
| Microsoft Office      | Communication Skills | Flexibility     |
| Microsoft Outlook     | Team Collaboration   | Quick Learner   |
| Relationship Building | Customer Engagement  | Time Management |
| Analytical Mindset    | Adaptability         | Risk Taker      |

## PROFESSIONAL EXPERIENCE

### # First Connect Worldwide LLC – Dispatch[Operations] Executive August 2025 - December 2025

- ▶ Helped maintaining accurate logs of dispatched items, delivery trucks, and tracking numbers.
- ▶ Filed and updated dispatch documentation digitally.
- ▶ Negotiated rates and service terms with carrier companies to achieve cost-effective and reliable transportation solutions.
- ▶ Maintained accurate data through international inbound, outbound calls, emails and excel based systems to support operational transparency and reporting.
- ▶ Supported dispatch team in preparing and processing daily orders.
- ▶ Helped ensuring timely and accurate dispatch of goods to customers or distribution points.
- ▶ Communicate with warehouse, sales and logistics teams to confirm order details.
- ▶ Coordinated with different teams like sales and accounts team.
- ▶ Worked closely with Microsoft Outlook and Microsoft Office

### # Plasmid Innovation ltd. - Finance Intern July 2024 - September 2024

- ▶ Performed Record-to-Report (R2R) tasks by maintaining accurate transactional data in Excel.
- ▶ Assisted in preparing and maintaining financial reports.
- ▶ Participated in minor and major projects in the finance domain.

## AWARDS

- ❖ NSS Volunteer – Recognized for active participation in community service and social awareness initiatives

## EDUCATION

- ▶ **Guru Gobind Singh Indraprastha University,** **2022-2025**  
JEMTEC Bachelor of Business Management,  
**CGPA: 7.3**
- ▶ **Sun Valley International School** **2021-2022**  
Central Board of Secondary Education (CBSE) -12th  
**Percentage:-81 %**
- ▶ **Sun Valley International School** **2019-2020**  
Central Board of Secondary Education (CBSE) -10th  
**Percentage:-70%**

## CERTIFICATIONS

- ❖ **AI in Marketing – NPTEL (IIT Roorkee)**  
Learned application of AI in customer segmentation, personalization, and marketing automation.

## ACADEMIC PROJECTS

- ❖ **A Study on Product Portfolio and Marketing Strategies of Tata Motors**  
Conducted a study to analyze the product portfolio and marketing strategies, usage patterns, . Used survey-based research methods and basic data analysis to derive insights and improvement areas.
- ❖ **A Study on Advertisement Strategies on Apple**  
Analyzed advertisement strategies regarding brand image, promotion tactics and the trends . Interpreted survey responses to understand customer preferences and brand loyalty.
- ❖ **Role of Balance Sheet and Income Statement in a company**  
Analyzed the purpose of balance sheet and income statement in an authorized company. Gained knowledge about the financial initials. Used research methods to conduct the analytics.
- ❖ **The Level of Financial Literacy among Different Economic Classes in India**  
Conduct a detailed research and analyzed the different financial literacy levels among different segments of economic classes in India.

## CAREER OBJECTIVE

Motivated BBA graduate with knowledge in finance, operations, and customer engagement, supported by hands-on exposure to operations. Seeking an entry-level role in AML, KYC and compliance roles where analytical skills, problem solving abilities, strong communications skills [both written and verbal], customer engagement, hands on experience with Microsoft outlook and Microsoft office can be applied to drive business growth and accomplish organizational goals.