



## Shreya Singh

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Date of Birth: 23-03-2001

Address: Ashokpuram Colony, Bashin, Varanasi.



### EDUCATIONAL QUALIFICATION

| Course           | Year    | Specialization       | Board/ University | Institute/ College                    | % Of Marks (Till date) | Division |
|------------------|---------|----------------------|-------------------|---------------------------------------|------------------------|----------|
| PGDM             | 2024-26 | Finance & Marketing  | AICTE             | Jagan Institute of Management Studies | 65                     | First    |
| B.com            | 2021    | Accounting & Finance | UGC               | GLS University                        | 82.6                   | First    |
| 12 <sup>th</sup> | 2018    | Commerce             | CBSE              | Sant Atulanand Convent School         | 74                     | First    |
| 10 <sup>th</sup> | 2016    | -                    | CBSE              | Sant Atulanand Convent School         | 70                     | First    |

### SUMMER INTERNSHIPS/LIVE PROJECTS/OTHER INDUSTRIAL ASSIGNMENTS

| Organization                    | Type of Assignment | Period          | Key Responsibilities Area   |
|---------------------------------|--------------------|-----------------|---|
| Valion E Assets Private Limited | SIP                | Apr'25 – Jul'25 | <ul style="list-style-type: none"> <li>Conducted corporate visits and B2B meetings to generate leads and understand client needs.</li> <li>Managed and analyzed client and market data to support financial decision-making, and lead prioritization.</li> <li>Executed LinkedIn outreach, client communication, and content creation to enhance engagement.</li> </ul> |

### CERTIFICATIONS

| Mode   | Year | Description  |
|--------|------|--|
| Online | 2024 | Data Analytics with Excel, harnessing its powerful tools data visualization. |

### WORK EXPERIENCE

| Organization           | Designation | Period              | Role & Responsibilities   |
|------------------------|-------------|---------------------|---|
| Cygnat Digital         | Executive   | Jun 2022 – Jun 2024 | <ul style="list-style-type: none"> <li>Performed vendor reconciliation and budget variance analysis.</li> <li>Provided cost analysis reports.</li> <li>Prepared financial dashboards for resource allocation and forecasting.</li> </ul>  |
| First Background Check | Executive   | Oct 2021 – Jun 2022 | <ul style="list-style-type: none"> <li>Managed end-to-end background process and reconciliation vendor invoices weekly.</li> <li>Prepared and maintained detailed reconciliation reports to support audits, payment tracking, and process transparency.</li> <li>Coordinated with internal teams to resolve discrepancies and ensure compliance with client and organizational financial policies.</li> </ul> |

| ACHIEVEMENTS                        |   |
|-------------------------------------|---|
| <b>Sports</b>                       | <ul style="list-style-type: none"> <li>Won 2<sup>nd</sup> place in the inter-college in Tug of War among 100+ participants.</li> <li>Medal Winner in JIMS – Win in World – People Lab to showcase skills and determination.</li> </ul>  |
| <b>Competitions</b>                 | <ul style="list-style-type: none"> <li>State finalist in 35th Inter-University <b>West Zone Youth Festival</b> (2019) in Music.</li> <li>Second position in <b>District music competition</b> conducted by <b>Nirma University (2018)</b> among 60+ entries.</li> <li>Secured a 3<sup>rd</sup> Position in <b>International Drama Theatre in Gujarat State (2020)</b>.</li> </ul> |
| <b>Performance Excellence Award</b> | <b>Cygnets Digital Spot Award</b> <ul style="list-style-type: none"> <li>Successfully handled high-pressure situations and delivered excellence in assigned task.</li> </ul>  |

| POSITION OF RESPONSIBILITY |  |  |
|----------------------------|--|--|
| <b>Co-Curricular</b>       | <b>Class Representative</b>                                    | <ul style="list-style-type: none"> <li>Served as <b>Class Representative for a batch of 60+ PGDM students</b>, coordinating between faculty and students, resolving academic queries, and ensuring timely communication of schedules, assignments, and institutional updates.</li> </ul> |
|                            | <b>TEDX Coordinator (Creative Team &amp; Stage Management)</b> | <ul style="list-style-type: none"> <li>Coordinated the <b>creative direction and stage execution for TEDx events</b>, managing speaker stage flow, visual aesthetics, and real-time backstage operations to ensure seamless event delivery for an audience of 100+ attendees.</li> </ul> |

| CORE COMPETENCIES  |   |
|--------------------|---|
| <b>Hard Skills</b> | MS Excel, Basic Power BI, Data Visualization, Forecasting, Data Analysis.     |
| <b>Soft Skills</b> | Stakeholder Collaboration, Problem Solving, Team Leadership, Client Relations |

**DECLARATION:** I hereby declare that all the information provided above is accurate to the best of my knowledge.

**Name: Shreya Singh**