

KRITIKA SINGH

New Delhi, India

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SUMMARY

Detail-oriented MBA professional with hands-on experience in compliance support, documentation, financial and regulatory analysis, and stakeholder coordination. Strong understanding of legal and compliance-related concepts through audit support, invoice processing, and advisory work. Demonstrates excellent time management, drafting support, research ability, and high computer literacy. Seeking an entry-level Legal Officer / Legal Operations role to support in-house legal teams through research, documentation, and cross-functional collaboration.

EXPERIENCE

❖ Associate Consultant , ASC Group April 2025 -Dec 2025
NOIDA

- Analyzed financial and compliance-related data using Excel to support advisory and internal review processes.
- Coordinated with internal teams and client stakeholders for structured data collection and documentation.
- Supported preparation of reports and summaries used for decision-making and compliance assessments.
- Maintained accuracy and confidentiality while handling sensitive financial and client information.
- Demonstrated strong organizational skills and ability to manage multiple tasks independently.

❖ Accounting Intern, Hero Moto Corp Jun 2024 — Jul 2024
PATNA

- Processed invoices and expense reports ensuring accuracy, completeness, and policy compliance.
- Assisted in record-keeping and documentation required for internal audits and reviews.
- Provided administrative and documentation support to the accounting and compliance teams.
- Developed attention to detail and discipline in handling official records.

❖ Finance Intern, Mahindra Motors..... Mar 2024 — Apr 2024
PATNA

- Prepared financial documents for audits and compliance reviews.
- Prepared and organized financial documents for audits and compliance reviews.
- Assisted in ensuring adherence to internal controls and reporting standards.
- Utilized Excel to analyze, organize, and validate financial data.
- Gained exposure to regulatory documentation and structured reporting processes.

EDUCATION

❖ Galgotias University.....2023 — 2025
Master of Business Administration, Marketing
GREATER NOIDA

SKILLS

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|-------------------------------|--------------------------------|
| Financial Analysis | MS Excel |
| SQL /POWER BI | Compliance Understanding |
| Project Management | Analytical Thinking |
| Problem Solving | |
| Accounting Fundamentals | |

CERTIFICATIONS AND LICENSES

- ◆ Excel and Data Analysis
- ◆ Accounting Fundamentals
- ◆ Risk Management