

SHWETA

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[LinkedIn Profile](#)

OBJECTIVE

Enthusiastic and motivated finance professional seeking an opportunity in a dynamic organization to kickstart my career, apply strong analytical and financial management skills, and contribute to organizational growth through effective financial planning, analysis, and decision support.

EDUCATION

Master of Business Administration (MBA)

Institute of Information Technology and Management (IITM), GGSIPU

2024-2026

Bachelor of Commerce (B. Com)

Indira Gandhi National Open University

2020-2023

EXPERIENCE

Finance Intern | Envigo Marketing Pvt. Ltd. | Jul 2025 – Aug 2025

Executed accounting and reconciliation tasks, ensuring accuracy in financial records. Developed interactive dashboards and performed financial analysis using Excel and Power BI to support data-driven decisions

SKILLS

- Strong knowledge of **MS Word**
- **Proficient in Advanced Excel functions** (data analysis, formulas, pivot tables etc).
- **Power BI: Basic skills of dashboards and Data Visualization**
- Proficient in **Tally** for record-keeping.

PARTICIPATION & PROJECTS

- Conducted a **webinar on menstrual hygiene** as a resource person for the Environment and Sustainability Committee, IITM.
- Presented a research paper on "**Sustainability Reporting in India: A Case Study of TCS**" at ICAIEMS-2025 (International Conference on AI, Environment, Management & Sustainability).
- Presented a research paper "**Inclusive Growth and Skill Development: Building a Prosperous Tomorrow for All**" at the AICTE-sponsored National Conference on Driving Innovation and Sustainability.
- Organized "**QUBIT**" **Management Fest** and coordinated the **Business Quiz** event at college.
- Completed a project on "**Accounts Payable & Receivable Management**" at **Envigo Marketing Private Limited** through secondary data study.

CERTIFICATIONS

- **Employability Skills Development Course** – PC Training Institute Limited, Pitampura (Specialization: Accounts Executive - Tally)
- **Data Analytics in Power BI** – Dell Technologies (via Learning Links Foundation)
- **Intellectual Property Rights FDP** – AICTE Training and Learning (ATAL) Academy
- **Excel Automation Using ChatGPT** – Simplilearn SkillUp