

KHUSHI SARAVGI

✉ saravgikhushi8@gmail.com ☎ +91 8881443971 📍 Delhi

🌐 [linkedin.com/in/khushi-saravgi-3a064028b](https://www.linkedin.com/in/khushi-saravgi-3a064028b)



PROFILE

Detail-oriented **Analyst** with hands-on experience in financial reporting, reconciliations, data entry, and presentation building. Strong analytical mindset with the ability to interpret data, prepare reports, and support business decisions.

EDUCATION

Master of Business Administration (MBA)- Finance and HR, 2024 – 2026
Galgotias College of Engineering and Technology, Greater Noida

Bachelor of Commerce (B.Com), *Bundelkhand University, Jhansi* 2020 – 2023
CGPA: 7.

PROFESSIONAL EXPERIENCE

Finance Intern (Accounting and reporting), *The Entrepreneurship Network* 04/2025 – 06/2025
Remote

- Preparing presentation regarding company and its fundings, accounting and reporting (financial principles, accounting standards (e.g., IFRS), tax laws, and regulatory compliance).
- Doing Reconciliation

SKILLS

Functions

Data Cleaning, Data Interpretation, Reporting & Documentation, Financial Analysis, Problem Solving, Requirements Understanding, Presentation Building

Technical Tools

MS Excel (Pivot Tables, VLOOKUP/XLOOKUP, Dashboarding) PowerPoint, SAP CRM

Soft Skills

Communication, Teamwork, Critical Thinking, Adaptability, Time Management, Leadership, Problem-Solving and Decision-Making Abilities, effective communication, Attention to Detail, leadership skills, Meeting Deadlines

LANGUAGES

Hindi

Fluent (oral & written)

English

Fluent (oral & written)

CERTIFICATIONS & PROJECTS

**Learning Data Analytics:
Foundation - Coursera**
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Sales Analysis
Dashboard