

## **Anmol Mahapatra**

### **Post Graduate Diploma in Management (2024-26)**

#### **Finance & Operations Management**

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#### **CONTACT DETAILS:**

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#### **PROFESSIONAL SUMMARY**

I am an PGDM Finance & Operations student with strong analytical and problem-solving skills, experienced in GST reconciliation, financial reporting, and compliance through internships at Coca-Cola and Mother Dairy. Proficient in Excel and financial modeling, with a keen ability to drive process improvements and ensure accuracy in financial operations.

#### **EDUCATION QUALIFICATION:**

- **Pursuing Post Graduate Diploma in Management | ITS School of Management**  
(Approved by AICTE) | (2024-26)
- **Bachelors in Business Administration | ADGITM**  
(Affiliated from GGSIPU (IP University)) | 85.6% (2020-23)
- **12<sup>th</sup> | The Baptist Convent School**  
(Affiliated from CBSE) | 80.33% (2019-20)
- **10<sup>th</sup> | The Baptist Convent School**  
(Affiliated from CBSE) | 74.45% (2017-18)

#### **INTERNSHIP**

##### **Internship (June 2025-July 2025)**

##### **Moon Beverages Ltd. (Coca-Cola), Sahibabad, Ghaziabad**

- **Position Title-** Finance Intern
- Organized and maintained financial documentation, including files, spreadsheets, and reports—ensuring data accuracy, efficient retrieval, and version control.
- Conducted thorough GST reconciliation between internal records and statutory returns (e.g., GSTR-2A vs GSTR-3B), identifying mismatches and enhancing input tax credit accuracy and compliance.
- Utilized advanced Excel tools (e.g., pivot tables, VLOOKUP, data validation) to analyze discrepancies and propose process improvement strategies for GST reconciliation and reporting workflows.
- Compiled and presented findings using structured dashboards, tables, and charts— facilitating clear insights for management decisions and compliance tracking.

##### **Internship (July 2022-Aug 2022)**

##### **Mother Dairy Food & Vegetables Pvt. Ltd, Patparganj, East Delhi**

- **Position Title-** Intern (Finance)
- I worked in the Finance and Accounts Department, gaining practical exposure to core financial operations. My responsibilities included assisting in the preparation and analysis of financial statements, supporting GST reconciliations, handling invoice processing, and ensuring compliance with accounting standards.
- I also contributed to monthly closing activities, monitored accounts payable/receivable, and assisted in variance analysis for budgetary control.
- This experience enhanced my understanding of corporate finance, taxation, and financial reporting processes. It also improved my proficiency in MS Excel while strengthening my analytical and problem-solving skills.

- The internship provided me with valuable insights into the financial management practices of a leading FMCG company, bridging the gap between theoretical knowledge and real-world application.

## **SKILLS:**

### **Soft Skills**

- Creative
- Work Ethic

### **Hard Skills**

- Ms-Excel
- Ms-Word

## **CO - SCHOLASTIC ACTIVITY:**

- Participated in “VIBGYOR”- The Cultural Club
- Participated in Securities Market Quiz by SEBI
- Volunteer in 9<sup>th</sup> Business Summit
- Volunteer in Start-up Summit 2024

## **CERTIFICATIONS:**

Business Excel (SYBGEN)

## **PERSONAL DETAILS:**

**Date of Birth-** 22.03.2002

**Language Known-** English, Hindi, Odia

**Father's Name-** Mr. Pijush Kanti Mahapatra

**Hobbies-** Ludo, Reading Mythological books