

Divit Maggo

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EDUCATION			
Degree	Institute Name	Percentage	Year
MBA, Finance	BML Munjal University, Gurugram	75.50 %	2026
Bachelors in Vocational (Retail Management)	GGDSD College, Panjab University, Chandigarh	72.33 %	2023
Class XII (CBSE)	S.D. Vidya Mandir, Panipat	73.60 %	2019
Class X (CBSE)	S.D. Vidya Mandir, Panipat	72.20 %	2017
SKILLS			
Technical: Financial Statement Analysis Bank Reconciliation Accounting GST & TDS Compliance Accounts Receivables / Payable Tools: MS Excel PowerPoint ERP Systems Power BI (Basic) SQL (Basic) Canva Soft: Analytical Thinking Attention to Detail Documentation Discipline Strong Communication Time Management			
PROFESSIONAL EXPERIENCE			
Taneja Sales Co. Panipat (12 months)		Management Trainee	June 2023 – May 2024
Roles & Responsibilities	<ul style="list-style-type: none">Posted day-to-day accounting entries for Accounts Payable and Accounts Receivable, ensuring accuracy of bills, invoices, and supporting documents.Assisted in AR/AP monitoring, tracking outstanding receivables, vendor payments, and ageing analysis.Supported bank reconciliations, verifying ledger balances with bank statements and resolving discrepancies.Assisted in inventory management, stock reconciliation, and documentation contributing to improved control and reduced revenue leakage.Supported expense verification, bill scrutiny, and internal controls through cross-checking invoices, statements, and approvals.Coordinated with internal teams for dispatch, billing, and customer collections, strengthening stakeholder coordination.		
INTERNSHIP AND PROJECTS			
Finance & Accounting Intern	Experion Developers Pvt. Ltd. Gurugram, Haryana		April 2025 - June 2025
	<ul style="list-style-type: none">Conducted bank reconciliations across multiple projects, ensuring accurate recording of cash balances.Reviewed and tracked statutory liabilities including GST and TDS, supporting compliance and documentation.Assisted in month-end closing activities, including validation of expenses, provisions, and ledger balances.Worked with ERP/MIS systems for accounts reporting and financial data validation.Coordinated with cross-functional teams to resolve accounting discrepancies under timelines.		
Financial Statement & Cash Flow Analysis (Academic Project)	BML Munjal University Gurugram		2025
	<ul style="list-style-type: none">Prepared P&L, Balance Sheet, and Cash Flow Statements as per standard accounting format.Analysed revenues, expenses, depreciation, and working capital for accuracy.Tracked operating, investing, and financing cash flows to understand liquidity.		
Academic Project - Power Bi Dashboard	BML Munjal University Gurugram		2025
	<ul style="list-style-type: none">Built a Power BI-based MIS dashboard to track revenues and performance.Supported management reporting by summarising key financial and operational metrics.		
POSITIONS OF RESPONSIBILITY			
Operations Team Member – Wellness & Fight Club	BML Munjal University Gurugram, Haryana		Aug 2024 - July 2025
	<ul style="list-style-type: none">Led the planning and operations of wellness and sports initiatives during BMU's flagship event "67th Milestone," driving participation and promoting holistic well-being on campus.Managed logistics, game stalls, food counters, and marketing efforts, ensuring smooth execution.Collaborated with cross-functional teams to execute events for 250+ participants successfully.		
Team Lead – College Fest	GGDSD College Panjab University Chandigarh		2023
	<ul style="list-style-type: none">Led a team of 5 to set up and operate a Trade Show Stall, generating revenue of ₹10,000.Managed event budgeting and resource allocation, strengthening financial planning and leadership skills.		
ACHIEVEMENTS			
Academics	Awarded from GGDSD College Panjab University Academic Distinction: Ranked Top 3 consecutively for 3 years during undergraduate program at Panjab University .		
Certifications	<ul style="list-style-type: none">Accounting: Principles of Financial Accounting – IESE Business School (Financial Statements & Accounting Principles)Microsoft Excel from Udemy - Advanced Excel, Data Analysis, Pivot Tables, Formulas, Visualization		
Sports	Secured 2nd position among 16 participants in Badminton in inter-school event		2016