



NAVMEET KAUR

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AREA OF EXPERTISE

- Accounting & Financial Management
- Taxation

SKILLS & COMPETENCIES

Technical Skills

- Microsoft Office
- Financial Analysis & Reporting
- ERP Systems
- Tableau
- GST & TDS Compliance

Soft Skills

- Analytical Thinking
- Leadership
- Communication & Stakeholder Coordination
- Team Collaboration
- Problem Solving

CAREER OBJECTIVE

PGDM (Finance) with hands-on experience in AR/AP reconciliation, and ERP-based financial reporting. Skilled in analyzing transactions, improving reporting accuracy, and optimizing processes. Seeking a Financial Analyst role at AML RightSource to deliver accurate and efficient financial management support.

EDUCATIONAL DETAILS

Qualification	Board/University	Score	Year of Passing
PGDM	I Business Institute	9.86 CGPA	2026
B.Com	CT University	8.96 CGPA	2024
Senior Secondary	Bal Bharati Public School	89%	2021
Secondary	Bal Bharati Public School	86%	2019

INTERNSHIP EXPERIENCE & PROJECT UNDERTAKEN

LG Electronics May-July 2025 Ludhiana

- Optimized receivables and payables reconciliation using ERP analysis, identifying mismatch trends and reducing vendor account discrepancies by 15%.
- Analyzed 200+ order-to-cash transactions through process reviews, improving revenue recognition accuracy and strengthening financial reporting efficiency.
- Recommended ERP-based AR ageing automation after gap analysis, reducing manual effort by 40% and enabling real-time receivables monitoring

Sunrise Mak Enterprises June-Aug 2023 Ludhiana

- Recorded 300+ financial transactions using Tally and QuickBooks, ensuring accurate ledger maintenance and complete audit-ready financial records.
- Managed GST and TDS compliance through structured filing reviews, improving regulatory accuracy and reducing documentation delays by 20%.
- Performed monthly bank and vendor reconciliations, identifying discrepancies early and improving transparency in financial statements.

PROJECTS UNDERTAKEN

Aviva Life Insurance Oct-Nov 2024 Hybrid

- Conducted competitive benchmarking of 6 BFSI players using peer comparison, identifying positioning gaps supporting strategic decisions.
- Analysed 5+ years of industry trends via research, generating actionable market growth insights.
- Developed 4 data-driven strategic recommendations using SWOT analysis, improving product alignment and retail competitiveness.

CERTIFICATIONS

- Financial Analytics Using Power BI (EY)-July 2025
- Tally Prime with GST (Tally)-April 2025
- Internal Auditing - Alison, May 2024

ACHIEVEMENTS & PARTICIPATIONS

- Awarded **Gold Medal** for achieving highest academic performance in B. Com, demonstrating consistent academic excellence.
- Represented institute at IIM Bangalore B-Plan Competition (Feb 2024), showcasing entrepreneurial and financial problem-solving skills.
- Suggested process improvements at LG during internship, enhancing accounting efficiency and audit compliance.