



NIKITA

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SOFT SKILLS

- Adaptability & Learning Agility
- Attention to Detail
- Ownership & Accountability
- Team Collaboration & Stakeholder Coordination
- Time Management & Prioritization
- Communication & Presentation Skills
- Analytical & Critical Thinking

TECHNICAL SKILLS

- Microsoft Office
- Business Reporting & Dashboard Creation (Power BI / Excel)
- Tally ERP
- GST, TDS, and Regulatory Compliance
- Power BI (basics)
- Tableau (basics)

ACHIEVEMENTS & PARTICIPATIONS

- Discipline Committee coordinator in "Navotkarsh"
- Coordinator – Business Quiz Competition "Quiz Buzzer"
- Event Coordinator at "Raunak"
- "Joy of the Day" Activity volunteer
- Art Volunteer

CAREER OBJECTIVE

A proactive PGDM student with hands-on exposure to finance, analytics, operations, and marketing through internships and live projects. Skilled in data analysis, reporting, process improvement, and cross-functional collaboration. Seeking an entry-level role where I can contribute to business performance, support data-driven decisions, and grow as a versatile management professional.

EDUCATIONAL DETAILS

Qualification	Board/University	Score/CGPA	Year of Passing
PGDM	I Business Institute	9.07 CGPA	2026
BBA	Banasthali Vidyapith	8.05 CGPA	2023
Senior Secondary Education	CBSE	87.6 %	2020
Secondary Education	CBSE	77.4 %	2018

CERTIFICATIONS

1. **Financial Accounting and Analyst (IIMB 2024)**
2. **Certificate in financial analyst using power BI (EY learning)**

INTERNSHIP EXPERIENCE & PROJECTS UNDERTAKEN

PGDM Summer Internship 2025:

- **Company Name:** Optimal Virtual Group (optimal virtual employee, Scoobies)
Project Title: "financial accounting and analyst"
 - Managed daily accounting operations in Tally ERP, including ledger posting, invoicing, and vendor payments, ensuring 100% accuracy and timely monthly closing.
 - Handled TDS & GST compliance, covering deduction, reconciliation, and return filing via TRACES, Income Tax, and GST portals (GSTR-1 & GSTR-3B).
 - Prepared MIS and financial analysis reports on expenses, tax liabilities, and vendor outstanding data to support management decision-making.
 - Introduces a proactive way of automated employee investment proof collection using Google Forms and Excel validation tools, reducing manual processing time by 60% and improving quarterly filing efficiency.
 - Prepared and filed monthly TDS challans and assisted in quarterly TDS return filings with error-free compliance.

BBA Summer Internship 2022:

- **Company Name:** Addverb Technologies, Bot Valley
Project Title: "Social Media and Branding Support"
 - Developed strong digital marketing and branding skills by managing social media content, boosting engagement, and designing creative product decks and brand name proposals.
 - Improved attention to detail and data management capabilities through proofreading promotional materials and using Excel for reporting and marketing operations.
- **Company Name:** R. SETH & Associates, Jaipur
Project Title: "Cost-Benefit Analysis of Mergers and Acquisitions"
 - Gained hands-on experience in financial statement analysis and performance evaluation.
 - Developed proficiency in financial modelling techniques, including NPV and IRR calculations.
 - Understood the strategic impact of M&A, including revenue growth, market expansion, and cost synergies.

PGDM live project 2024:

- **Company Name:** Google
Project Title: "Root Cause Analysis & Poka-Yoke Implementation"
 - Conducted root cause analysis to understand business process failures.
 - Documented process gaps, corrective actions, and preventive controls.
 - Gained exposure to process improvement frameworks used in software and operations projects.
- **Company Name:** Smart Bazaar Live Project
Project Title: "Sales Management and Retail Operations"
 - Studied business operations and sales processes to identify efficiency gaps.
 - Analyzed sales trends and customer behaviour to support business decision-making.
 - Assisted in process documentation and operational improvement initiatives.