

Present Address

E-618, Sector-7, Ramphal Chowk
Road, Delhi, 110045

Permanent Address

#84, Maharana Pratap Colony,
Rohtak Road, Bhiwani
Haryana 127021

Skills

- MS-Office Suite, Tally-ERP9
- Power BI, Screener.in
- Accounting & Bookkeeping
- Mutual Fund Analysis
- Client Communication and Customer Relationship Management
- Time Management, Decision Making

Education & Training

Expected in 04/2026

PGDM: Finance & Marketing:

81.2%

FOSTIIMA BUSINESS

SCHOOL

New Delhi

2020-23

B. Com: 71.1%

M.N.S Government College

Haryana

2018-19

12th: 89.2%

Halwasiya Vidya Vihar School

Haryana

2016-17

10th: 87.4%

Halwasiya Vidya Vihar School,

Haryana

Certifications

- Basic of MS-Office - Newtech Institute
- Advance Excel - Udemy
- Power BI Micro Course - Skill Course
- AI Tools Workshop-Be10x

Tamanna

26tamanna.chhabra@fostiima.org|| 9896197783



Internship

Prognosis Financial (Delhi, India)

Wealth Management Intern

04/2025 - 06/2025

- Assisted clients initiating SIPs by guiding clients through fund selection based on financial goals.
- Reviewed mutual fund fact sheets, past returns, and expense ratios to identify suitable investment options
- Supported client onboarding, documentation, and KYC verification for investment accounts

Tarun Singal and Co. (Haryana, Bhiwani, India)

04/2023-05/2023

- Assisted in the preparation of financial statements, including balance sheets, profit & loss accounts
- Performed bank reconciliation to verify accuracy of financial records
- Maintained records of purchase and sales invoices in Tally ERP9
- Assisted clients by collecting necessary documents and providing clear answers to their inquiries

Positions of Responsibility

- Student Coordinator for a Blood Donation Camp at FOSTIIMA Business School, and facilitating collaboration between students and medical staff
- Student's Coordinator at the Management Development Program on "Empowering Decision Making: Harnessing the Synergy of Excel and AI," assisting participants with registration, resolving queries, and coordinating certificate distribution organized by FOSTIIMA Business School and IBM
- Member of E-Committee at FOSTIIMA Business School

Extracurricular Activities

- Contributed in National Service Scheme (NSS) activities (Community Clean-Up Drives, Tree Plantation Drives, Swachh Bharat Abhiyan Participation)
- Organized clothes donation drive for needy individuals, raised funds for Orphan children to provide them with food and clothing, provided free educational support to children on weekends by volunteering in Girl Up Campaign in Bhiwani
- Participated in the NHRD 5 KM Marathon and was awarded a certificate for successful completion and active involvement