

KHUSHI SRIVASTAVA



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Home
Muzaffarpur, Bihar 842002
me.012.042 khadhi bhandar

Education

PGDM | Jaipuria School Of Business,
Ghaziabad
2024 - 2026 | CGPA: 6.56

BBA | Institute of Management Studies,
Noida
2020-2023 | 67%

XII
St. Xaviers School
Muzaffarpur, Bihar
2019 | 75 %

X
St. Xaviers School
Muzaffarpur, Bihar
2017 | CGPA: 7.8

SKILLS

Soft Skills

Problem-Solving Ability
Team Collaboration
Time Management
Adaptability
Client Relationship Management

Technical Skills

MS Office CRM
Tools MIS
Reporting
Financial Analysis

Extra-Curricular

Coordinated in Annual Cultural fest

INTERNSHIPS

Finance and Operations Intern

May–July 2025

Physics Wallah, Noida

- Maintained and managed lead data using CRM tools such as Ameyo and LeadSquared, ensuring accurate tracking of student inquiries, lead status, and enrollment progress.
- Handled end-to-end lead management, including regular data updates, monitoring lead movement, and ensuring timely follow-ups across the enrollment cycle.
- Prepared detailed MIS reports to analyze lead performance, track conversion rates, and support data-driven decision-making.
- Collaborated with sales and counseling teams to streamline lead handling, improve follow-up efficiency, and enhance overall process effectiveness.
- Supported GST verification processes, ensuring accuracy in financial records and compliance with applicable regulations.

Finance Intern

May–July 2022

JP Morgan chase & co

- Analyzed financial datasets and developed simulated financial reports to evaluate business performance and operational trends.
- Compiled and structured financial information to support accurate reporting and improve data organization for internal review.
- Applied basic corporate finance concepts and data analysis techniques to interpret financial metrics and support decision-making.

CERTIFICATIONS

- NISM Series VA – Mutual Fund Distributors | 2025
- Financial Modelling & Valuation | 2025
- Google AI Essentials | 2025

ACHIEVEMENTS

- Served as School Captain, demonstrating leadership, responsibility, and team management skills.