

Vaibhav Mishra

Contact No: +91 8076775329 | Email: vaibhavamishra8076@gmail.com | LinkedIn: <https://www.linkedin.com/in/vaibhavamishra8076>

SUMMARY

Finance graduate with practical experience in accounting, audit, and reconciliations, gained through internships and roles in diverse organizations. Skilled in Tally, ERP systems, and Excel, with exposure to financial reporting and audit support. Alongside my finance background, I worked part-time as a barista and cashier, which strengthened my ability to handle clients, manage cash transactions, and stay calm under pressure. This unique mix of financial accuracy and people-handling skills allows me to adapt quickly and deliver results in both technical and client-facing environments.

EDUCATION

- PGDM (AICTE Approved), Maharaja Agrasen Business School (MABS), Delhi, 2024-2026.
- B.com Hons, (Delhi University) Guru Gobind Singh College of Commerce, Delhi, 2021-2023
- XII (CBSE Bord) S.L.S D.A. V Public School, Delhi, 2019 - 2021
- X (CBSE Bord) S.L.S D.A. V Public School, Delhi, 2018 - 2019

WORK EXPERIENCE

Sunmax Auto Engineering Private Limited | Finance Executive | October 2022 – August 2023

- Processed 1,000+ PVs/month with high accuracy & control compliance
- Ensured timely vendor payments, avoiding delays.
- Prepared bank payment advice for disbursements.
- Managed AR for Hero & TVS monitoring collection and ageing

INTERNSHIP

Grynow | Finance Intern | May 2025 – July 2025

- Managed debtor tracking & collections to ensure timely cash inflows.
- Assisted in budget allocation, optimizing fund utilization for creator payouts.
- Performed vendor & bank reconciliations to maintain financial accuracy.

Vinod Kumar Bindal & Co | Finance Intern | June 2021- September 2022

- Recorded journal, purchase, receipt, payment & contra entries
- Supported statutory & internal audits for 5+ medium-to-large clients.
- Maintained accurate ledgers & financial records for timely account finalization.

ACADEMIC PROJECTS

Data Visualization

- Designed an interactive Excel dashboard to analyze superstore sales data.
- Delivered insightful trend & KPI supporting data-driven decisions.
- Handled daily cash transactions, billing, and POS operations with accuracy.
- Managed client interactions, ensuring high customer satisfaction and repeat orders.
- Balanced cashier duties with serving responsibilities, demonstrating adaptability and multitasking.
- Developed interpersonal and communication skills through direct client engagement.

SKILLS

Core Finance & Accounting: Accounts Payable/Receivable, Financial Reporting, Reconciliations, Audit Support

Tools & Systems: Tally ERP, TCS iON, Advanced Excel, Power BI

Data & Analytics: Data Analysis, Reporting Dashboards, Visualization

Standards & Compliance: GAAP & IFRS

Professional Strengths: Client Handling, Cash Management, Multitasking, Communication.

HOBBIES

Fitness & Strength Training (Regular Gym Training)

Reading about Entrepreneurship & Personal Finance