

PROFESSIONAL SUMMARY

Detail-oriented **Finance and Accounting professional** with hands-on experience in budgeting, financial analysis, procurement, and audit support. Proficient in **Tally Prime, MS Excel (pivot tables, charts, VLOOKUP)**, and **GeM portal operations**. Proven ability to manage vendor payments, maintain accurate records, and drive cost-saving initiatives. Strong communication and team collaboration skills.

WORK EXPERIENCE

Budget Assistant | AR Enterprises | Delhi

Apr 2024-Oct 2024

- Managed procurement budgeting on the **GeM portal** for government orders.
- Maintained and tracked **purchase orders, bids, invoices, and vendor communications**.
- Collaborated with departments for **compliance and documentation**.
- Supported **internal audits and record-keeping**.

Accounts Assistant | Sony Enterprises | Delhi

Nov 2023-Mar 2024

- Maintained day-to-day **accounting using Tally ERP**.
- Processed **vendor payments**, managed petty cash, and reconciled invoices.
- Supported accounts **receivable/payable data entry**.

INTERNSHIP

Finance Intern | ACMEGRADE

Feb 2025 – Apr 2025

- Conducted **financial analysis** and budget forecasting.
- Assisted in **cost-saving analysis** and **variance reports** using Excel.
- Participated in **internal audit preparation**.

Customer Care Executive | ICCS

July 2022 – Sep 2022

- Resolved customer queries via **calls and emails** with high satisfaction ratings.
- Achieved high call resolution rate and received team recognition.

Marketing Intern | PREPNOVA

Feb 2022 – Mar 2022

- Ran digital campaigns via **Instagram and WhatsApp**.
- Created visuals using **Canva** and contributed blog content.

EDUCATION

MBA – Finance | Galgotias University

Nov 2024 – Present

BBA – Business Administration | Jamia Hamdard University | CGPA: 8.19/10 (Top 3 in class)

Nov 2020 – Oct 2023

Class XII | RSBV Gandhi Nagar, Delhi | CBSE: 80.2% (Top 3 in class) |

Mar 2020

Class X | Spring Bales Senior Secondary School, Delhi | CBSE: 76.2% (Top 5 in School) |

Mar 2018

EXTRA CURRICULAR

Khidmat e Khalque NGO | Volunteer & Fundraising Lead

May 2023 – Present

- Organized **monthly food donation drives** for underprivileged communities Used Instagram and WhatsApp for fundraising and community awareness campaigns
- Conducted a **blanket donation drive** in December benefiting underprivileged individuals during winter
- Raised **₹70,000+** through community-driven funding initiatives for charitable causes

Sahayta-Helping Hand NGO | Volunteer

Apr 2018 – Present

- Participated in **tree plantation drives, clothing distribution, and food relief efforts** in underserved areas
- Organized a **visit to Bal Sahyog Orphanage near Connaught Place**, distributing food, clothes, and engaging children through interactive activities

VOLUNTEERING

- Volunteered at the **All-City Bounce Treasure Hunt Event** organized by Bounce; received a **Certificate of Appreciation** for assisting with event coordination and participant support
- Supported logistics and guest coordination at the **International Conference on Sustainability & Digitalization**; awarded a **Certificate of Appreciation** for volunteer contributions

SKILLS

- Financial Planning & Budgeting
- Tally ERP Accounting
- MS Excel (Pivot Tables, Charts, VLOOKUP)
- GeM Portal Procurement
- Invoice & Payment Reconciliation
- Google Sheets | Canva | Data Entry
- Communication & Report Writing