



ADITI SINGH

✉:ADITIS5301@GMAIL.COM | 📞: 7395095622

ACADEMICS

Qualification	Institute	Board / University	Year	% / CGPA
PGDM (Finance & Marketing)	Indus Business Academy, Bangalore	AICTE	2026	7.82 CGPA
B.COM	Navyug Kanaya Mahavidalaya	Lucknow University	2022	59.8%
XII	Lucknow Public School	CBSE	2019	69.9%
X	Lucknow Public School	CBSE	2017	7 CGPA

INTERNSHIPS

Pratap & Associates (CA Firm) March 2025–Sep 2025	<ul style="list-style-type: none">Managed client accounts by coordinating monthly data collection, verification, and follow-ups.Handled GST registration, filing, and compliance, strengthening understanding of KYC and documentation processes.Performed financial analysis and reconciliation, ensuring data accuracy and timely reporting.Resolved client and departmental queries efficiently, enhancing customer satisfaction and retention.
Nexa Hair (2023)	<ul style="list-style-type: none">Engaged customers through digital campaigns and promotions, supporting customer acquisition.Maintained and analyzed product and sales data using Excel, improving reporting accuracy.Coordinated with marketing and operations teams to support sales promotions and brand visibility.

PROJECTS

Market Research (Sustainable & Green Products)	<ul style="list-style-type: none">Conducted primary survey research to analyse consumer preferences.Derived insights to support market entry and positioning strategies.
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CERTIFICATIONS

<ul style="list-style-type: none">PwC Tax Launchpad ProgramGlobal Immersion Programme DubaiUI/UX Design (Coursera)TCS iON Career Edge – Young Professional Course

POSITIONS OF RESPONSIBILITY

Hunters Ignite, Core Member	<ul style="list-style-type: none">Coordinated events and promotions; strengthened communication and teamwork skills.
NSS Program	<ul style="list-style-type: none">Participated in community programs, enhancing people-management and leadership abilities.

EXTRA CURRICULAR ACTIVITIES

Ecofluence, 2024	<ul style="list-style-type: none">Volunteer – Stage Management (Operations & Coordination)
Burning Bush, 2024	<ul style="list-style-type: none">Presented a startup pitch demonstrating selling & negotiation skills
Suvidha Foundation, 2022	<ul style="list-style-type: none">Communication & content development volunteer



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