

# ANUBHAVA SABOO

## Aspiring Finance Professional

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### ABOUT ME

MBA (Finance) candidate with interest in financial reporting, data analysis, and financial operations. Possesses hands-on exposure in Excel reporting, data validation, and business process support through internship experience. Skilled in preparing reports, maintaining accurate records, and supporting financial decision-making.

### PROFESSIONAL EXPERIENCE

#### INTERNSHIP- SAGGI KNITS PVT.LTD.- OCTOBER 2024- JULY 2025 ( 10 MONTHS)

- Analyzed customer and business data using Excel, identifying patterns across 50+ customer records weekly to support operational decision-making.
- Managed and monitored 30+ customer accounts, maintaining accurate records and tracking account activity.
- Prepared 10+ performance reports, highlighting trends, engagement patterns, and business performance insights.
- Validated daily transaction data, ensuring data accuracy and structured reporting processes.
- Supported the team in maintaining organized financial and customer records, improving reporting efficiency.
- Assisted in creating structured reporting formats for better monitoring of customer and operational performance.

### EDUCATION

#### MASTERS OF BUSINESS ADMINISTRATION (FINANCE) - AUGUST 2025-2027 (Expected)

Chitkara University, Rajpura

#### GRADUATION - AUGUST 2021- 2024

#### BACHELORS OF COMMERCE IN MANAGEMENT HONS.

MCM DAV College for Women, Panjab University, Chandigarh.

### ACADEMIC PROJECTS

#### KYC Norms Across the Financial Sector in India

- Studied KYC regulations and compliance requirements across financial institutions.
- Analyzed customer verification processes and risk mitigation practices in the banking sector.

#### Portfolio Management Project

- Analyzed selected stocks using basic financial ratios and monitored performance as part of academic project.
- Conducting financial analysis and evaluation of stocks for portfolio inclusion based on market performance and risk factors.
- Monitoring portfolio performance and applying diversification strategies to optimize returns.

### ADDITIONAL INFORMATION

- **CERTIFICATIONS:** Google Project Management, Google Digital Marketing, MS Excel Essential Training (Microsoft 365).
- **JOB SIMULATION:** Siemens Mobility – Project Management Job Simulation (Forage).
- **TECHNICAL TOOLS:** MS Excel | Power BI | MS PowerPoint | Gen AI (ChatGPT).
- **LANGUAGES:** English, Hindi, Punjabi.