

Nandini Singh

nandini.singh.26n@jaipuria.ac.in | +91 – 7985299142 | linkedin.com/in/nandini-singh-jim



PGDM – Finance & Marketing MGCPS Lucknow			
ACADEMICS			
Degree	Institute	% / CGPA	Year
PGDM	Jaipuria Institute of Management, Noida	73.6%	2026
B. Com. (Hons.)	Modern Girls' College of Professional Studies, Lucknow	80%	2024
Class XII	Nirmala Convent High School, Renukoot	80.6%	2021
Class X	Nirmala Convent High School, Renukoot	86.6%	2019
SUMMER INTERNSHIP			
Hindalco Industries Ltd.		Finance Intern	06 May'24 – 01 July'24
Finance Operations and GST Compliance <ul style="list-style-type: none"> Filing and verifying GSTR-1 and GSTR-3B returns and understanding Input Tax Credit (ITC) claim procedures. Preparing Goods Receipt Notes (GRN) for raw materials and imported items and entering freight costs for billet and coal in the system. Passing vendor bills and learning how tolerance is managed between PO, GRN, and invoice. Identifying and posting liabilities for unpassed bills post material receipt and assisting with bank processes for vendor payments. 			
WINTER INTERNSHIP/LIVE PROJECTS			
Mala Smriti Home			Sep'24-Dec'24
<ul style="list-style-type: none"> Teaching: Conducted interactive sessions to teach basic subjects such as mathematics, English, and general knowledge. Food distribution: Helped in the preparation and distribution of nutritious meals to children. Tree plantation drive: Encouraged environmental awareness by organizing a tree plantation event, educating children about its importance. 			
POSITION OF RESPONSIBILITY			
Events Committee	Senior Co-Ordinator of Events committee, conducted interview drives for Junior Co-Ordinator		2025
HAC	Junior Co-Ordinator of Hostel Affairs Committee, helped in conducting all the hostel related activities and events		2024
Rhetorica	Junior Co-Ordinator of Rhetorica (Communication committee), helped in conducting musical and dance events.		2024
CERTIFICATIONS			
JIM	Advanced Excel Skills for Power Users		2025
JIM	Evaluation of Investment Projects		2024
Coursera	Investment Management Specialization		2022
Internshala	Business Communication		2022
Internshala	Tally		2022
EXTRA-CURRICULAR ACHIEVEMENTS			
Sarva Shikha Abhiyan Vidyalaya	<ul style="list-style-type: none"> Part of Sarva Shikha Abhiyan Vidyalaya, under which I taught class 8th and 9th standard students. This also included, interacting with children and teaching them English and Science subjects. 		2023
SKILLS			
Microsoft Office Tally ERP 9 Course on computer concepts (CCC) Client Communication Negotiation			Advanced Advanced Intermediate Advanced Intermediate
INTERESTS			
Dancing, Athletics, Kho-Kho			