



**Pallavi Sharma**  
 Female | 25  
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 Mob: 7223003439



## Professional Summary

PGDM student specializing in Finance and Marketing with hands-on experience in banking operations, financial documentation, and compliance procedures through internship at Apex Bank. Skilled in data analysis, Excel, financial research, and problem-solving with strong attention to detail. Interested in financial crime prevention, AML/KYC compliance, and transaction monitoring within financial institutions.

## Academic Achievements

Degree	Year	Institute	%/ CGPA
PGDM	2024-2026	Indus Business Academy	<i>Pursuing</i>
BSC[Biotech]	2019-2022	Maharani Laxmi Bai govt college Bhopal [MP]	74.84%
Class XII	2019	St Xavier's Sr Sec co-ed school BHEL Bhopal [MP]	59.4%
Class X	2017	St Xavier's Sr Sec co-ed school BHEL Bhopal	7.4/9.5

- Specialization: Finance and Marketing

## Internship during PG program

Company	Designation	March 2025 – August 2025
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- **Ultra Light Technology Company – Marketing Intern (03-03-2025 – 03-06-2025)**  
 Worked closely with clients and distributors to understand lighting requirements and recommend suitable product solutions while supporting the team in market outreach activities. Conducted market research and gathered customer feedback from electrical shop owners and wholesalers to identify demand patterns and customer preferences. Assisted the team in analyzing customer insights and preparing reports that supported marketing strategies and business expansion decisions. This experience helped develop strong analytical, communication, and problem-solving skills while working in a team-oriented environment.
- **Apex Bank - Finance Intern (05-06-2025 – 05-08-2025)**  
 Collaborated with the finance and operations team to support banking processes including financial documentation, customer interaction, and record maintenance. Assisted in reviewing customer information, verifying documentation, and maintaining accurate financial records to ensure compliance with internal banking procedures. Supported the team in handling customer queries related to banking services and ensured proper documentation for financial transactions. This internship strengthened my understanding of banking operations, compliance requirements, financial data handling, and the importance of accuracy and attention to detail in financial services.

## Academic Projects

- **Market research project** – Conducted a primary research study with 100+ respondents, analyzed survey data using Excel to identify consumer behavior patterns and prepared a structured analytical report.
- **“Carpet Bombing” Ecofluence’26 conference** –Involved in 'Carpet Bombing' promotional activity for the Eco fluence Conference Event at Indus Business Academy Bangalore.

## Leadership Positions

### Newsletter Committee, 2025:

- Core member and Treasurer of Newsletter committee, Indus Business Academy

### Navigators Club, 2025:

- Finance club of IBA, Core Member
- Served as Prefect and Yellow House Captain, leading over 15 inter-house events. Managed and mentored a group of 100+ students and acted as Class Representative for four years during higher studies

## Certifications

- Excel course – From basic to advance – Udemey
- TCS iON Career Edge – Young Professional
- Certification in TCS iON Career Edge- Interview and Job Readiness
- Python basic to advance – Udemey
- Digital Marketing Certificate - Udemey



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### **Extra-Curricular Activities**

- Done volunteering for Team Maan NGO for 4 months in 2022
  - Organized in a team of 10 Blood Donation Camp in college and Led 20+ volunteers for blood donation.
  - Participated in several debate and extempore competitions.
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