






Personal details


AMRUTA PATEKAR


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Brahmand, Ghodbunder Road,
400607 Thane West, Mumbai

May 18, 2000

Female

Unmarried

futurefocusamruta

Skills

Advanced Excel

Tally ERP 9

Data Analysis

Financial Reporting

Reconciliations

Budgeting

Database Management

Achievements & Awards

- Anchor – MCX Faculty Development Program
- Silver Medal – Decathlon Cycle Race
- 1st Place – Student Art Competition
- 2nd Place – Badminton Tournament

Motivated finance student with practical experience in budgeting, data analysis, and reconciliation. Strong knowledge of financial markets, Excel, and reporting tools. Quick learner and team player eager to contribute in a professional setting.

Education

PGDM

Jun 2023 - Apr 2025

ITM Business School, Navi Mumbai

GPA: Sem1- 68.80%, Sem2 65.65%, Sem3- 68.85%, Sem4- 74.54%

The Bachelor of Commerce

Jun 2018 - Dec 2021

N. G. Bedekar College Of Commerce, Thane West, Mumbai

GPA: 66.62%

Higher Secondary Education

Jun 2016 - Mar 2018

Saraswati Vidyalyaya High School, Thane West, Mumbai

GPA: 55.85%

Secondary School Certification

Mar 2016

St. Xaviers English High School & Jr. College, Thane West, Mumbai

GPA: 58.60%

Internships

Accounts and Finance

Jun 2024 - Nov 2024

PSV logistics, Vidyavihar West, Mumbai

- Managed daily financial transactions, monthly reporting, and account reconciliations with accuracy and compliance.
- Assisted in budgeting, variance analysis, and supported tax preparation.
- Collaborated with teams to streamline financial operations and improve workflows.

Project Volunteer

Dec 2023

Bright Future, Vikhroli West, Mumbai

- Organized hygiene awareness events and workshops
- Led marketing and partnered with health professionals

Student Data Analyst

Nov 2022 - Mar 2023

G-tec Jain Keerti Education, Thane West, Mumbai

- Maintained and analyzed student records using Excel and Tableau, ensuring data confidentiality.
- Provided academic and career guidance through data-driven insights and visualizations.
- Collaborated with faculty to resolve student concerns and support admissions and course planning.

CISI Certifications

Financial Services, ETFs, Corporate Finance, Derivatives, AML, FX, Bonds, Portfolio Creation, Macroeconomics, Corporate Actions, Analytical & Economic Skills