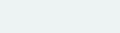
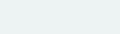
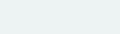
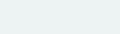
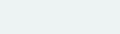
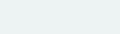
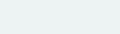


# AMRUTA PATEKAR

## Personal details

	AMRUTA PATEKAR
	futurefocus.amruta@gmail.com
	+919920308475
	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

## Profile

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

<b>PGDM</b> ITM Business School, Navi Mumbai	<b>Jun 2023 - Apr 2025</b>
GPA: Sem1- 68.80%, Sem2 65.65%, Sem3- 68.85%, Sem4- 74.54%	
<b>The Bachelor of Commerce</b> N. G. Bedekar College Of Commerce, Thane West, Mumbai	<b>Jun 2018 - Dec 2021</b>
GPA: 66.62%	
<b>Higher Secondary Education</b> Saraswati Vidyalaya High School, Thane West, Mumbai	<b>Jun 2016 - Mar 2018</b>
GPA: 55.85%	
<b>Secondary School Certification</b> St. Xaviers English High School & Jr. College, Thane West, Mumbai	<b>Mar 2016</b>
GPA: 58.60%	

## Internships

<b>Accounts and Finance</b> PSV logistics, Vidyanagar, Mumbai	<b>Jun 2024 - Nov 2024</b>
<ul style="list-style-type: none"><li>Managed daily financial transactions, monthly reporting, and account reconciliations with accuracy and compliance.</li><li>Assisted in budgeting, variance analysis, and supported tax preparation.</li><li>Collaborated with teams to streamline financial operations and improve workflows.</li></ul>	
<b>Project Volunteer</b> Bright Future, Vikhroli West, Mumbai	<b>Dec 2023</b>
<ul style="list-style-type: none"><li>Organized hygiene awareness events and workshops</li><li>Led marketing and partnered with health professionals</li></ul>	
<b>Student Data Analyst</b> G-tec Jain Keerti Education, Thane West, Mumbai	<b>Nov 2022 - Mar 2023</b>
<ul style="list-style-type: none"><li>Maintained and analyzed student records using Excel and Tableau, ensuring data confidentiality.</li><li>Provided academic and career guidance through data-driven insights and visualizations.</li><li>Collaborated with faculty to resolve student concerns and support admissions and course planning.</li></ul>	

## CISI Certifications

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