

Contact HR Consultant for CV No: 341822

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**CAREER OBJECTIVE**



Highly motivated and ambitious commerce graduate with one-year work experience in auditing and taxation effective at problem solving, planning and reporting. Seeking a position to build upon my existing corporate finance skill set in both analytics and transaction execution, leading to increasingly responsible positions wherein I can utilize my communication skills to build a strong distribution network for achieving a higher market penetration level.



**SKILLS**



MS-office, Report making, Tally, Enterprise Resource planning(ERP), SPSS

Auditing and taxation, Business research, Financial Statement Analysis, SWOT analysis Team Work, Communication, Analytical Ability and Time Management



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| **EDUCATION** |  |
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| **Institute of Management Technology**, Dubai, UAE | May 2017 |
| Masters of Business Administration |  |
| **Bangalore University,** Bangalore, India | July 2014 |
| Bachelors of Commerce |  |
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| **PROFESSIONAL EXPERIENCE** |  |
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| **Market Research Intern** |  |
| **Duplays** | Nov 2016 – Jan 2017 |
| Key Responsibilities |  |
| Took customer feedback about various leagues |  |
| Analyzing the internal and external factors that are an opportunity or a threat |  |
| **Accounts Intern** | May 2016-July 2016 |
| **Mindware FZ LLC.** |  |
| Key Responsibilities |  |

Prepare Journal entries and validating month end close schedules and analyses

Perform account reconciliations of various banks and suppliers Assist with petty cash expenses and bill registration.

Create and update process flow documentations and filing

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| **Auditor** | July 2014- Aug 2015 |
| **H.C Shah and Company** |  |
| Key Responsibilities |  |
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File the Income Tax Returns. Check invoices.

Visit clients for internal, external and statutory audit. Prepare financial statements for clients.

**Sales Intern** May 2013-June 2013

**Thomas Cook Pvt. Ltd**

Key Responsibilities

Engage in Corporate Selling to inform corporate about the various packages offered by Thomas Cook and convince them

for the same.

Interact with a lot of people in the corporate world to understand the practical aspects of the Industry like how to adjust

with different types of people and situations, know about their psychology in travel aspects etc. Handle digital and offline customer service



**EDUCATIONAL CERTIFICATION**



Capstone Business Simulation workshop- learned how to analyze financial and non-financial data in decision making and business issues.

Introduction to financial management- learned valuation models for equity and bond, capital budgeting and sensitivity management.

Accounting for decision making- learned financial statement analysis (comparative and common size and ratio analysis) Data Analysis for Business Decision using MS-Excel – learned how excels works to analyze data, Lookup and various

other functions.

Insurance Management – The different types of Insurance.

Retail Management- Compared the different retail formats, services and non-store retailing, retailing mix and how to plan and handle inventory.

Securities Market Management – Types and functions of securities market.



**EXTRA-CURRILCULAR ACTIVITIES**



2012: Organized and headed the finance team for the inter-college fest in Bangalore University. 2013: Participated in commerce exhibition held at the Bangalore University.

