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Career Objective: To join a dynamic organization in a finance-related role where I can support strategic decision-making, develop my skills in financial analysis and contribute to organizational success.

Education:

Post Graduate Diploma in Management (2024-26 Batch) - Pursuing

MKES Institute of Management Studies & Research

Specialisation: Finance

AICTE Approved 2-year Full Time programme

Bachelor's of Commerce - CGPA: 6.76 CGPA

Narsee Monjee College of Commerce and Economics, Mumbai (March 2024)

- **Relevant Coursework:** Financial Accounting, Cost Accounting, Economics, Business Law, Principles of Management

Higher Secondary Education (12th) - Percentage: 90.67%

Narsee Monjee College of Commerce and Economics, Mumbai (May 2021)

Secondary School Education (10th) - Percentage: 91.20%

Dr. Sarvepalli Radhakrishnan Vidyalaya, Mumbai (March 2019)

Skills:

- **Technical Skills:** Ms Excel, Basic Canva
- **Soft Skills:** Problem-Solving, Team collaboration, Effective Communication, Creativity, Good listener
- **Languages:** English, Hindi, and Gujarati
- **Hobbies:** Drawing, Mehndi

Internship Project:

IIFL Capital Service Limited

12th May 2025 - 18th July 2025

Designation: Mutual Fund CRM Operations

- Supported the Mutual Fund CRM team by managing and resolving Relationship Manager (RM) queries via the internal CRM portal.
- Coordinated with Operations, Compliance, and IT teams to ensure timely resolution of queries.
- Used BSE StAR MF, CAMS, and KFintech platforms to track mutual fund transactions and mandates.
- Maintained and analysed query logs to identify trends and improve efficiency.

Academic Project:

S.H.A.R.E

25th November - 7th December 2024

As part of the SHARE project, I collaborated with the Akshar Trust NGO in Vadodara to design and implement an effective time management for teachers and gave some solutions for the challenges that they were facing and also taught them how to use Canva, ChatGPT, Gamma, Google Drive and Google Classroom stock management. The solution was provided free of cost, with maintenance support committed for the following year to ensure sustainability.

Certifications:

- Completed online certificate course by Harvard Business Publishing Education.
- Completed NISM certification course of Mutual Fund Distributor (Series V-A)
- Completed NISM certification course of Equity Derivatives (Series VIII)
- Completed NISM certification course of Research Analyst (Series XV)
- Completed NISM certification course of Portfolio Management Services Distributors (Series XXI-A)
- Won silver medal in modal making at Pravah fest of MKES.

Extracurricular Activities:

- Umang (College fest): Contributed to the informals department, where I was involved in creating games and fun activities and managing the crowd.
- Arthasashtra (College fest): Volunteer for on day workings.
- Management Premiere League (MPL): Participated in a competitive event involving a treasure hunt, three CSR activities, and a team-based skit, demonstrating teamwork, problem-solving, and organizational skills.
- Volunteer – Job Fair: Assisted in organizing and managing a job fair conducted by MKES IMSR for graduates from diverse colleges (pass-out years: 2021–2024). Contributed to coordinating activities, ensuring smooth operations, and providing guidance to participants.