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Career Objective: To secure an entry-level position in the field of finance and accounting where I can leverage the theoretical foundation built during my Bachelor of Commerce degree, along with the practical insights gained from internships and projects. My experience in financial management, auditing, and data analysis, combined with a proactive approach to learning, positions me to contribute effectively to organizational goals while further developing my professional skills.

Education:

Post Graduate Diploma in Management (2024-26 Batch) – Pursuing
MKES Institute of Management Studies & Research, Mumbai

Specialisation: Marketing

AICTE Approved 2-year Full Time programme

Bachelor of Commerce (B. Com) - CGPA: [6.9]

KES Shroff College, Mumbai passing out in May 2023

- **Relevant Coursework:** [Social Media Entrepreneurship, Advertising and Promotions, Celebrity PR, Marketing etc]

Higher Secondary Education (12th) - Percentage: 66%

C.U Shah College, Mumbai passed in May 2020

Secondary School Education (10th) - Percentage: 65%

Swami Vivekanand International School, Mumbai passed in May 2017-18

Skills:

Technical Skills:

- Proficient in Microsoft Office (Excel, PowerPoint, Word)
- Familiarity with SEO, SEM, and digital advertising platforms (Google Ads, Meta Ads Manager)
- Understanding of Gen Z audience behaviour and digital trends

Soft Skills:

- Creativity and innovation in content development
- Strong organizational and project management skills
- Team collaboration, Networking skills, Adaptability

Languages: English, Hindi, Gujarati

Hobbies

Going to Gym, Dancing, Music, Traveling

Work Experience:

Summer Intern – Gujarat Cooperative Milk Marketing Federation (Amul)

May 2025 – July 2025

Designation: Marketing Intern

Job Description:

- Gained hands-on exposure to India's largest FMCG dairy cooperative.
- Analysed Amul's operations, supply chain, and distribution strategies.
- Conducted comparative study with industry peers to identify gaps and opportunities.
- Prepared a detailed report and presentation on key business practices and future recommendations.

R.D.C Media Pvt Ltd

Duration: December 2023–May 2024

Designation: Back Office Executive

Job Description:

- Assisted in daily office operations, including filing and maintaining documentation.
- Uploaded source data for major music platforms in India.
- Preserved and managed Excel data for Meta's exclusive rights management.
- Generated monthly reports highlighting trends in the regional music industry.

2. Bansi S. Mehta & Co.

Duration: December 2021–May 2022

Designation: Audit Assistant

Job Description:

- Reconciled bank deposits and payments.
- Planned and executed audits in accordance with standard procedures.
- Reviewed internal audit controls and financial records.
- Conducted vouching and bank reconciliations.
- Collaborated with auditors to provide accurate financial information.

Financial Planning Academy

Duration: September 2022–November 2022

Designation: Marketing-Intern

Job Description:

- Conducted market research and trend analysis.
- Monitored social media for trending news and user feedback.
- Developed creative content to promote brands online.

Achievements:

- Completed Certification/ Course in, Digital Marketing, Advanced Excel, Tally E.R.P.9
- Awarded recognition for outstanding participation in NSS activities at the college level.
- Completed certifications in **Digital Marketing** and **Social Media Management** through MY CAPTAIN AND FINANCIAL PLANNING ACADEMY
- Recognized for contributing over 120 hours of community service as part of NSS initiatives.
- Successfully managed and contributed to creative content development during internships, gaining hands-on experience in digital marketing and content strategy.
- Completed Certification in **Finance & Quantitative Analysis, Management Communication (Harvard Business School Online)**
- Completed Certification in **Content Marketing (HubSpot Academy)**
- Completed Certification in **Google Ads**

Extracurricular Activities:

- Member of Nature's Club at KES Shroff College
- Member of Social Service at NSS KES Shroff College

S.H.A.R.E Project

Social Internship (Bhansali Trust, Purna Clinic, Ahwa, Dang, Gujarat)

Nov-Dec 2024

- Completed a 15-day rural healthcare internship under the S.H.A.R.E program, focusing on tribal communities in Dang district.
- Conducted 200+ structured patient feedback surveys across 10 villages to evaluate healthcare accessibility, affordability, and service quality.
- Collaborated with Asha workers, physiotherapists, and clinic staff to understand community-based rehabilitation (CBR) and rural healthcare delivery.
- Identified key challenges including lack of diagnostic facilities (X-ray, sonography), transportation/ambulance issues, and awareness gaps.
- Proposed practical recommendations for service improvement and presented a detailed report & PPT to Dr. Shyamsundar, Dr. Apeksha, and clinic leadership.
- Enhanced skills in field research, data analysis (Excel), community interaction, and stakeholder presentation.

Social Service Volunteer at NSS

Joined NSS (National Service Scheme) as a student volunteer at KES Shroff College

- Gained hands-on experience in delivering community service, working primarily in villages, slums, and voluntary agencies.
- Completed 120 hours of regular activities, contributing to real-world issues at the grassroots level.
- Developed leadership, teamwork, and problem-solving skills while engaging with local communities and tackling national issues