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Career Objective: To utilize my academic learning and analytical skills in finance, acquired through my PGDM program, to add value to a dynamic organization. I look forward to excelling in financial analysis, investment management, and strategic planning while gaining practical exposure and growing professionally.

Education:

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

MKES Institute of Management Studies & Research

Specialization: Finance

AICTE Approved 2 year Full Time programme

Bachelor of Management Studies (BMS)

Matushree Pushaben Vinubhai Valia College of Commerce, Mumbai (May 2022)

- **Relevant Coursework:** Financial Management, Taxation, Wealth Management, etc.
- CGPA: 8.72 CGPA

Higher Secondary Education (12th)

Matushree Pushaben Vinubhai Valia College of Commerce, Mumbai (February 2019)

- Percentage- 62%

Secondary School Education (10th)

Shailendra Education Society, Mumbai (March 2017)

- Percentage- 52.20%

Skills:

- **Technical Skills:** Practical Knowledge of Ms Office (Word, Excel, PowerPoint), Programming & Coding, Tally
- **Soft Skills:** Communication, Problem solving, Time management, Adaptability.
- **Languages:** English, Hindi, Gujarati.

Internship

5th May 2025 – 5th July 2025

Location: Mind Space, Malad West, Mumbai.

Company: thinKitchen

- Verified MSME, PAN, and GST details; managed tax invoice entries, credit notes, and reimbursements in Tally for platforms like Amazon, Nykaa, Myntra, and Pepperfry.
- Performed GST 2B/3B reconciliations, filed returns across multiple states, and maintained Excel trackers for stock, ledgers, and production data.
- Assisted with TDS/TCS filings, forex fluctuation entries (FEF), and e-invoice validations, reconciled sales and purchase data with portal records.

- Reviewed financial statements, summarized insights, and supported KPI identification and refinement aligned with market trends.
- Finalized party-wise reports, sundry creditor balances, and submitted handover documentation post internship.

Academic Projects:

Black Book: Study on Financial Analysis of Health Policy of National Insurance Company

A.Y.2021-22

Description:

The study on the financial analysis of health policies offered by the National Insurance Company (NIC) aims to evaluate the financial performance, sustainability, and impact of these policies on the company's profitability and market position. With the increasing demand for health insurance in India, driven by rising healthcare costs and awareness, it is essential to assess how health policies are contributing to NIC's overall business operations.

Outcome:

Understanding the growth rate and consistency of premium collections in the health insurance segment.

Evaluation of profit margins, considering incurred claim ratios, operating expenses, and underwriting practices.

Project SHARE

25th Nov 2024- 07th Dec 2024

Location: Valsad, Gujarat

NGO : National Association for the Blind

Description:

NAB is a dedicated organization working to empower visually impaired individuals by providing them with the tools, resources, and opportunities to lead independent and fulfilling lives. Committed to inclusivity and equality, the NGO focuses on education, skill development, employment, and community integration to ensure that individuals with visual impairments can overcome challenges and achieve their fullest potential.

Achievement:

- Our team Wise Wizards was the winner of MPL (Management Premier League) conducted in MKES IMSR.

Extracurricular Activities:

- Management Premiere League (MPL): Participated in a competitive event involving interesting management games, CSR activities, team-based skit, team work & organizational skills.
- Volunteer- Job Fair (2024): Contributed to coordinating activities, ensuring smooth operations, and providing guidance to participants of Job Fair.
- Coordinator at Cricket Tournament and BGMI Competition held by MKES IMSR.