

## SUMMARY

Final-year B.Com (Hons.) student with hands-on accounting and GST experience, strong leadership and communication skills, and a keen interest in finance and management roles within structured, compliance-driven organizations.

## EDUCATION

### Swami Shraddhanand College, University of Delhi- November 2022- Present

New Delhi

Bachelor of Commerce, Business/Commerce, Honours

### St. Karen's High School affiliated- C.B.S.E.

Patna

High Secondary education in

Business/Commerce

July 2022

Matriculation in general studies

March 2020

## CERTIFICATIONS

Certificate in Business Administration

### NMIMS CODE

April 2023

Comprehensive program covering key business administration principles.

Data Science 101

### IBM (Cognitive Class)

January 2023

Introductory course on data science and analytics concepts.

## ACHIEVEMENTS

IIT Guwahati – Secured 2nd Prize (High Commendation) in Lok Sabha Committee at IIT Guwahati MUN

Ramanujan College, University of Delhi – Won 1st Prize in Policy-Making Competition

Swami Shraddhanand College – Led and scaled Pravaad's annual debating fest to 400+ participants

Enactus, SSNC – Coordinated successful execution of Iraade 2023 & 2024 cultural festivals

## EXPERIENCE

### Pravaad – The Debating Society | Swami Shraddhanand College

President | 06/2024 – 06/2025

Public Relations team member | 01/2023- 06/2024

- Elected President; led a 40-member team across operations, events, finance, and communications.
- Boosted active membership by 50% via structured recruitment and engagement strategies.
- Scaled annual debating fest Colloquium to 400+ participants; executed 5 flagship events for Shraddhatarang 2025.
- Managed budgeting, approvals, delegation, and reporting.

**Key Achievement:** Transformed Pravaad into a high-participation, institutionally recognized society with large-scale events.

### Enactus – The Social Entrepreneurship Society | New Delhi

Event Coordinator | 01/2023 – 06/2024

- Planned and executed annual fests Iraade 2023 & 2024; managed budgets, vendors, logistics, and sponsorships.
- Coordinated cross-functional teams to ensure timely, cost-effective event delivery.

**Key Achievement:** Successfully delivered events with 100+ attendees while maintaining financial discipline.

### Maa Sanjeevni Enterprises – Sole Proprietorship

Accounts & Operations Executive | 09/2021 – 03/2023

- Independently designed and implemented complete accounting systems using Tally Prime and myBillbook.
- Managed full books, GST compliance (GSTR-1 & GSTR-3B), inventory, and financial reporting.
- Coordinated with suppliers, transporters, and customers for smooth operations.

**Key Achievement:** Established structured accounting and compliance framework with zero regulatory defaults.

## SKILLS

Financial Accounting & Bookkeeping

Preparation of Books of Accounts

GST Compliance & Return Filing (GSTR-1, GSTR-3B)

Tally Prime (Accounting, GST, Inventory)

preparation and analysis of Cash Flow Statements

Inventory Accounting & Valuation

Financial Statement Analysis

Advanced Excel and MS office Tools

Audit Support & Documentation help

Leadership and Professional Communication