**YOUR NAME**

CAREER OBJECTIVE- To contribute to an organisation where I can learn, improve and grow professionally.

**Email:** [Your](mailto:ahuja.arpita30@gmail.com) email id

**Ph:** Phone No

**Age:** 22 | Female LinkedIn Profile Link

## PROJECTS AND RESEARCH-

### SUMMER INTERNSHIP

Concluded a study on Working Capital Management and its Policies as a Summer Intern.

There I studied the working capital requirements of the company and analyzed various ratios based on the Profit and Loss Account and Balance Sheet.

Further analyzed the Balance Sheet for previous 5 years.

### RESEARCH PAPER

Wrote a Research Paper on “An Analysis of Credit Rating in Service Sector” which has been published in CASS Publications <http://heb-nic.in/cass-studies>(which is a UGC approved Organisation)

* Presented my Research Paper in the 4th GLOBAL LEADERSHIP RESEARCH CONFRENCE, 2019.

The topic for the same was - An Analysis of Credit Rating in Service Sector- Research on Indian Banking System,

There were four banks taken into consideration – Bank of Baroda, Bank of India, Canara Bank and Punjab National Bank.

* Worked on SPSS (Statistical Software)

## EDUCATION-

* + MBA, Amity Business School (class 2017-2019)

With a CGPA of 7.84.

* + B.Com, Vivekananda College, University of Delhi (class 2014- 2017)

With an aggregate percentage of 76%.

* + Class XII, Uttam School for Girls (class 2013-2014)

With an aggregate percentage of 76%.

* + X, Uttam School for Girls (class 2011-2012)

With CGPA of 7.8.

## EXPERIENCE-

* + Summer Intern at Alps Industries Ltd., Sahibabad.
  + Research Intern, CASS Publications.

## SKILLS

* + **Technical Skills** - Finance, Accounting, MS Excel, MS Word, MS PowerPoint.
  + **Personal Skills** - Team Player, Attention to Detail. Adaptable. Extra Miler, Creative, Presentation and Good Communication Skil
  + **Interests** - Sketching and Painting.

## ROLES AND RESPONSIBILITIES-

Member, Student Placement Committee

* + Prefect in school.
  + Managing corporate relations and engagements,Vivekananda College.
  + Facilitating the end-to-end placement process.
  + Member of Commerce Committee in college.
  + Head of the college Photography Society.

Event Head, SEVESTRAN 2K16

* Conceptualized and organized the Commerce fest, Vivekananda College.
* Got sponsorship of INR 60K from Canara Bank

Head, Student Council

* Head of the PR Team in the College Fest.
* Managed various annual inter-school and college events.
* Class Representative.

## EXTRA CURRICULAR ACTIVITIES

### Creative arts

* First Prize in 2 Drawing competition organized in College.
* Third Prize in ABC (Anything but Clothing) competition.
* Participated in various events for paintings and intra-college cultural festivals.
* Participated in Aarambh-2017

# Literary

Runners-up in intra-school recitation competition, Uttam School for Girls School

# Social

* NGO Rotary: Worked as a teaching volunteer
* Organized event with Shri Satya Sai Organization

## LANGUAGES KNOWN

* English
* Hindi
* French (Elementary Proficiency)