

# KAVISH KAPOOR

## CONTACT

9910223834

Kavish.kapoor26@gmail.com

Vaishali, Ghaziabad

## EDUCATION

**Bachelor of Business Administration (BBA)**  
**Amity University**  
Noida, India  
Graduated: 2022

**Commerce**  
**Ahlcon International School**  
Delhi, India  
Graduated : 2018

## LANGUAGES

English

German

Hindi

## PROFILE

Detail-oriented and motivated business administration graduate with practical experience in business operations and financial trading. Seeking a challenging position at a leading accounting firm where I can leverage my analytical skills, business acumen, and hands-on experience to contribute to impactful projects and gain valuable insights into the field of accounting and consulting.

## WORK EXPERIENCE

**Business Operations Associate**  
**Self-Employed (Family Business), Delhi, India**  
**September 2022 – May 2024**

- Managed daily operations of the printing and packaging business, including inventory management, client interactions, and process improvements.
- Implemented operational strategies leading to a 15% increase in efficiency and a 10% reduction in costs.
- Coordinated with vendors and clients to ensure timely delivery and high-quality standards of products.

**Social Worker**  
**Sachkand Foundation, Delhi, India**  
**January 2022 – May 2022**

- Supported community outreach programs and assisted with organizing events and activities.
- Engaged with beneficiaries to understand their needs and provided necessary support and resources.

**Marketing Intern**  
**Shaurya Foundation Trust, Delhi, India**  
**August 2021 – October 2021**

- Assisted in planning and hosting marketing events to enhance community engagement.
- Created written, video, and image content for various marketing channels.
- Collaborated with the marketing team to develop strategies and solve challenges.
- Scheduled and managed social media postings to boost product visibility and drive site traffic.

**Equity Research Analyst Intern**  
**Growth Arrow Company, India**  
**August 2021 – October 2021**

- Developed comprehensive presentations for management and investor audiences.
- Provided detailed ratings and recommendations based on financial performance analysis.
- Utilized screening tools for stock idea generation and conducted in-depth analysis for upcoming offerings.
- Created financial models for buy and sell recommendations and generated client reports with statistical data.

**Finance Accounting Intern**  
**Usha Shriram Enterprises, India**  
**June 2020 – August 2020**

- Applied codes to invoices, files, and receipts for organized record-keeping.
- Investigated and resolved discrepancies by correcting daily variances.
- Assisted with month-end closing and reporting duties, prepared journal entries.
- Applied accounting principles to analyze financial data and generate financial reports.
- Contributed to special projects as assigned by the manager.