Summary

I am a dedicated undergraduate student pursuing Bachelor of Business Administration Honors (BBA Hons) with a specialization in Business Intelligence and Analytics. I am motivated, dependable and goal oriented. My passion lies in Finance, and I understand the the basics of Word, Excel, and Power BI. Looking forward to applying my skills in real-time scenarios.

Skill Highlights

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| --- | --- |
| * Power BI * Microsoft Office Suite * Problem Solving * Decision Making * Time Management | * Communication * Adaptability * Strategic Management * Interpersonal Skills * Creativity |

Experience

**Intern** – 04/2024 – 06/2024

*Incredible India Projects Pvt Ltd, Hyderabad*

* Organized client meetings to provide project updates.
* Assisted in the reconciliation of accounts, ensuring accuracy and completeness in financial records.
* Managed day-to-day bookkeeping tasks, including recording financial transactions

Education

**Bhavan’s Vivekananda College, Hyderabad – 2023/2026**

*Bachelor of Business Administration*

*(Business Intelligence and Analytics)*

**St Mary’s Junior College, Hyderabad – 2021/2023**

*Senior Secondary Education*

*(MEC - CA)*

Activities and Honors

* Served as a core PR Member for the flagship event, MEDHA.
* Part of the Organizing team of ABHYAS, making active and valuable contribution for the club.
* Captain of the U-19 Cricket Team, winning laurels like the HCA U-19 ODI tournament.
* 7th in State-wide Intermediate Examinations Telangana.

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**RACHIT ARYAN**