

SUMMARY

Detail-oriented commerce graduate with expertise in financial accounting, tax compliance, and digital content creation. Skilled in using financial software and video editing tools to deliver high-quality outputs while maintaining compliance standards.

EDUCATION

Degree	Specialization	Institute	Year
B.Com	Accounting & Finance	AME's Degree College	2021 – 2024
HSC	Commerce	Vidya Nidhi College	2019 – 2021

WORK EXPERIENCE

- **Healthcare Content Editor** | *Amilo AI Pvt Ltd* Aug 2024 - Present
 - Produced engaging wellness/educational videos, increasing audience retention by 25%.
 - Enhanced healthcare communication materials through clear structuring and visual emphasis, improving viewer comprehension by 30%.
 - **Tech Stack:** Adobe Premiere Pro, After Effects, CapCut Pro, Pinterest
- **Video Editor** | *PPC Clients* Sep - Nov 2024
 - Produced 100+ short, long reels for Instagram and social platforms, improving reach and engagement.
 - Applied strategic pacing, smooth transitions, and consistent brand visuals, boosting brand by 25%.
 - **Tech Stack:** DaVinci Resolve, After Effects, CapCut, Canva
- **Accounts and Reporting Intern** | *B. Shantilal and Co.* Feb - Jul 2024
 - Efficiently led GST and income tax return filings with 100% accuracy across 50+ client portfolios, ensuring timely compliance.
 - Generated precise financial reports for audit processes, reducing overall error rate by 20% and improving review efficiency.
 - **Tech Stack:** Tally.ERP9, Tally Prime, Winman, Advanced Excel

TECHNICAL SKILLS

- **Financial Tools:** Advanced Excel, Tally.ERP9, Tally Prime, Winman, SQL, Power BI
- **Domain Expertise:** Financial Accounting, GST & Tax Compliance, Statutory Reporting, Data Analysis
- **Editing Software:** Adobe Premiere Pro, CapCut, Canva, Adobe After Effects, DaVinci Resolve

PROJECTS

- **Compliance Task Flow Optimization** Jan 2024
 - Streamlined tax tasks via structured workflow design, reducing processing time by 35%.
 - Produced concise health content edits, improving engagement by 45% and reducing turn around time by 30%.
 - **Tech Stack:** Excel, Winman, Tally Prime, Adobe Suite, CapCut Pro
- **Campaign-Driven Video Edits** Sep 2024
 - Created high-impact video ads emphasizing hooks and visual rhythm, improving metrics by 28%.
 - Delivered 100+ ad edits on tight deadlines, maintaining 100% brand consistency and quality.
 - **Tech Stack:** Adobe Premiere Pro, After Effects, Canva, DaVinci Resolve

CERTIFICATIONS

- **Letter of Recommendation – Amilo AI:** As Lead Video Editor and content strategy Mar 2025
- **Internship - PPC Clients:** Focusing on storytelling, editing, and content optimization Nov 2024

EXTRACURRICULAR ACTIVITIES

- **Financial Literacy Volunteer:** Conducted workshops on basic accounting and tax awareness.
- **Campus Content Creator:** Produced promotional videos and educational content for college events.