

RIDA ALMIRA LABBI

BCOM INTERNATIONAL ACCOUNTING AND FINANCE | OPERATIONS ANALYST

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CAREER OBJECTIVE

I aim to build my career as an Operations Analyst by leveraging my strengths in accuracy, client focus, and analytical thinking to improve processes and support risk management. I'm excited to contribute to J.P. Morgan's operations through collaboration, data-driven decisions, and delivering consistent, high-quality results that benefit both the business and its clients.

Education	Mount Carmel College Autonomous B.COM International Accounting and Finance - 3 rd year CGPA - 7.1 Leadership & Activities Marketing Head – Commerce Association, Led promotion of college events, part of under-currents & cross-currents fest 2024-25. New Baldwin International Pre-University Commerce - Economics, Business Studies, Accountancy, Computer Applications. 12th - 86% Cambridge School 10 th - 80.33%	2023 - 2026 2021 - 2023 2009 - 2021
Certifications	Excel (ADVANCED): Data handling, reconciliation, Pivot table MS Word: Tables, Formatting Tally Prime (BASICS): Journal entry, vouchers, ledger Emotional Intelligence: Teamwork & communication AI Tools (ChatGPT & others): Business tasks	
Professional Experience	EFT – Coach Manchal Kalra Digital Operations Intern Oct 2024 – Jan 2025 Managed digital operations using MS Office, Excel, Canva, TagMango, ClipChamp, and social media tools. Handled client communications, customer data, Zoho receipts, and Zoom sessions. Designed and updated website, ensuring batches sold out with positive reviews. Developed communication, teamwork, adaptability, and digital marketing skills.	Oct 2024 - Jan 2025
Skills	Entrepreneur Development Project Conceptualized, baked, and branded brownies as a self-initiated experiment. Sold products on Church Street, managing operations and customer interactions. Generated revenue and profit, gaining hands-on experience in entrepreneurship and marketing.	May 2024
	Communication: Effective written, verbal, and client interactions. (Language - English, Hindi, French, Urdu) Teamwork & Collaboration: Coordinating with peers and stakeholders to achieve process goals. Adaptability: Handling multiple tools, tasks, and changing priorities efficiently. Time Management & Multitasking: Managing deadlines and customer data.	