

# **MANYA SHARMA**

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## **Summary**

Commerce student's expansion-oriented and analytical graduate with a strong foundation in finance, business management and professional principles. Efficient in financial analysis, budget and Excel-based data management. Eager to apply educational knowledge in a practical setting and contribute to financial decision making processes. Committed to continuous learning and professional development in the finance sector.

## **Education**

- Bachelor of Commerce (Professional) - Mount Carmel College , Bengaluru – Aggregate Percentage -78.42%, 2026.
- Pre-University Course- Commerce ( Computer minor) - Mount Carmel Pre-University , Bengaluru – Percentage – 90.66%, 2023.
- SSLC Examination – Cluny Convent High School, Bengaluru – Percentage –83.2% , 2021.

## **Experience**

- **Commonwealth Bank of Australia – Teamlease (Associate-Transactional F&A)** July2025- December2025
  - Selected for a competitive apprenticeship program focused on core finance and business operation.
  - Gaining hands on experience in financial analysis, reporting, and risk management.
  - Supporting teams in areas such as retail banking, compliance, and customer relationship management .
- **Indpro.IO ( Digital Marketing Intern)** May 2025 – June 2025
  - Assist in creating and scheduling content for social media platforms.
  - Help manage and optimize Indpro's website and e-commerce platform content.
  - Collaborate on SEO efforts , blog content and keyword strategies to increase organic research.
- **Global Packaging Machinery ( Sales Support Intern )** April 2024 – May 2024
  - Handled the end to end process of preparing , organising and filing quotation with accuracy.
  - Managed and responded to client emails professionally .
  - Communicated with clients to address inquiries and provide support.
- **V.B.Caterers (Finance Assistance Intern)** May 2023 – June 2023
  - Contributed to cost-saving initiatives by identifying budget discrepancies and recommending corrections .
  - Helped track company expenses and update financial records.
  - Supported invoice processing and payment follow ups.

## **Co-Curricular Activities**

- **SAP ( S4 HANA ) – FICO** May 2025 – August 2025

SAP S/4HANA FICO is a core module that manages financial accounting and controlling processes in real time. It combines external reporting (FI) with internal cost management (CO), enabling faster data processing, real-time insights, and simplified financial operations through the S/4HANA in-memory platform.

## **Skills**

- Communication
- MS Office
- MS Excel
- MS PowerPoint & Canva
- Team Collaboration
- Client Relation
- Critical Thinking
- Problem Solving

## **Hobbies**

- Fitness Activity
- Badminton
- Art and craft

