

# DIKSHA CHAUHAN

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## **CAREER OBJECTIVE**

Seeking a position where I can apply my skills, stay flexible with work requirements, and contribute to the organization's success through learning and dedication.

## **EDUCATION**

### **Bachelor of Commerce**

Mount Carmel College, Autonomous, Bengaluru. [2023-2026]

Aggregate (till 4<sup>th</sup> semester): 85.89%

### **Pre-University course – SEBA**

St. Claret Pre-university College. [2021-2023]

Percentage – 93.5%

### **10<sup>th</sup> Grade**

Oxford Public School. [2020-2021]

Percentage – 88.4%

## **INTERNSHIP**

Intern, Sarika Singrodia & Co., Bengaluru urban Aug 2025 - Sept 2025

- Cleaned and organized financial data in Excel to support ledger reconciliation and report preparation.
- Updated Excel sheets regularly to avoid errors and missing entries.

## **TECHNICAL AND PROFESSIONAL SKILLS**

- MS Excel – Sorting, filtering, basic formulas, data cleaning, Pivot table and creating charts.
- Power BI – Basic visualization.
- MS Word and PowerPoint (Documentation and Presentation).
- Communication skills (verbal and written).
- Problem solving and adaptability.
- Time management and multitasking.

## **EXTRA-CURRICULAR ACTIVITIES AND ACHIEVEMENTS'**

- Completed Deloitte Australia Data analytics – Job simulation on Forage Aug. 2025  
-Created a data dashboard using Tableau (and)  
-used Excel to classify data and draw business conclusions.
- Completed multiple academic projects requiring research, report writing, and PPT presentation.
- Secured 1<sup>st</sup> prize in the Annual school exhibition, from Oxford Public School - recognized for creativity and teamwork.
- Regular participation in college academic events.