

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 4th semester): 85.89%

Pre-University course – SEBA

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

Percentage – 93.5%

10th 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 1st prize in the Annual school exhibition, from Oxford Public School - recognized for creativity and teamwork.
- Regular participation in college academic events.