

# Aastha Singh

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## EDUCATION

### Mount Carmel College

Major/Degree : Bcom Corporate Finance

Location:Bangalore

Expected Graduation Year:2026

### J.H.Tarapore School

Class 10th : 82%

Location:Jamshedpur

Class 12th : 70%

Graduation Year:2023

## CAREER OBJECTIVE

B.Com Corporate Finance (US CPA Integrated) student with strong analytical, operational, and reporting skills. Seeking the Operations Analyst role at Javelin to support accurate documentation, data quality, financial analysis, and efficient coordination across operational workflows while learning the commodities trade lifecycle.

## WORK EXPERIENCE

### Internship

Company : Tata Steel

Location: Jamshedpur

June, 2024(1 month)

- Conducted 5-year ratio analysis (liquidity, profitability, solvency, efficiency) to assess financial performance.
- Prepared analytical reports for senior review highlighting trends and operational variances.
- Used Excel (Pivot Tables, VLOOKUP, Index-Match) to clean, process, and analyze large datasets.

Company : Tata Growth Shop

Location: Jamshedpur

10th June, 2025 to 10th July, 2025(1 month)

- Supported Procure-to-Pay (P2P) operations including invoice processing, GRN matching, and vendor documentation.
- Identified discrepancies between POs, GRNs, and invoices, reducing approval delays.
- Ensured accurate record-keeping and compliance with internal control requirements.

## SKILLS

**Technical & Analytical:** Microsoft Excel (Pivot Tables, VLOOKUP, Index-Match), PowerPoint & Outlook, Financial Analysis & Ratio Analysis, Data Cleaning & Reporting, Documentation accuracy, Basic understanding of financial markets (fresher level)

**Soft Skills:** Attention to Detail, Analytical Thinking, Time Management, Problem Solving, Cross-team Collaboration, Quick Learner

## LEADERSHIP AND CAMPUS INVOLVEMENT

Sub-Head – Scoring Sector, Commerce Association (2025 Present)

- Led scoring operations for 25+ inter-college teams, ensuring 100% accurate and timely results.
- Coordinated team efforts, improving workflow efficiency by 15%.

Core Team Member — Commerce Association, Entrepreneurship Cell & Student Council (2023–2025) - Contributed to design, scoring, and event management, improving team coordination and execution.

## ACHIEVEMENT AND CERTIFICATIONS

- US CPA – In Progress
- Promoted to Sub-Head – Scoring Sector for leadership and consistent performance
- 2nd Place – English Elocution Competition