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Hiring Manager  
Javelin Global Commodities

Subject: Application for Operations Role 2026

Dear Hiring Manager,

I am writing to apply for the Operations Role 2026 at Javelin Global Commodities , I am currently pursuing my B.Com in Corporate Finance at Mount Carmel and I am eager to start my career in the banking and finance sector, especially in operations.

Through my internships at Jain Poddar & Company and VMR and Company, I worked on tasks like preparing bank statements, GST filings, and ITR computation. These experiences taught me the importance of accuracy, deadlines, and compliance in financial work. I believe these skills will help me perform well in areas like payments, settlements, reconciliation, and trade finance which are part of this role.

Along with my academics, I have also gained certifications in project management and advanced tally with GST, and I am comfortable with tools like MS Office and Tally. I enjoy problem solving, working in teams, and learning new processes, which I feel will help me grow and contribute in a fast paced environment like Javelin Global Commodities. What excites me most about this role is the chance to be part of a global bank that manages high value transactions and supports clients worldwide. I see this as a great opportunity to apply what I have learned so far, gain more exposure, and build a strong career in banking operations.

Thank you for considering my application. I would be happy to discuss my background further in an interview.

Sincerely,

Khushi Soni

# KHUSHI SONI

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## EDUCATION

B.COM - Corporate Finance (Integrated with US-CPA)	2023-26	Mount Carmel College Autonomous	73.26%
CBSE (Class XII)	2023	Jawahar Vidya Mandir Shyamali, Ranchi	78%
ICSE (Class X)	2021	Bishop Westcott Girls School, Ranchi	84.66%

## INTERNSHIPS

### Finance Intern, Jain Poddar and Co., Ranchi

May 2025 – June 2025

Jain Poddar and Co - CA Firm

- Assisted in ITR computation and financial analysis, ensuring accuracy in bank statements and compliance.
- Prepared and reconciled bank statements, ensuring accuracy and compliance with financial standards.
- Gained exposure to compliance procedures, financial reporting, and data accuracy

### Finance Intern, VMR & CO., Ranchi

May 2024 – May 2024

VMR & CO. - CA Firm

- Prepared and filed GST R1 returns with accuracy, ensuring timely compliance..
- Facilitated creation and management of Digital Signature Certificates (DSCs) to streamline filing processes.
- Supported income tax return filing for individuals and businesses, improving efficiency.

## POSITIONS OF RESPONSIBILITY

- EVENT SUB HEAD - MARKETING, Commerce Association**
  - Managed a flagship event, leading promotions and student engagement activities.
  - Developed campaigns that boosted event participation across campus.
- MARKETING AND SALES SECTOR HEAD, Mount Carmel Center For Innovation Incubation and Entrepreneurship Cell**
  - Designed and executed impactful campaigns in collaboration with social media teams..
  - Improved event visibility through structured communication and marketing strategies
- SCORING TEAM MEMBER, Opulencia(CPA Fest)**
  - Ensured accurate scoring and effective coordination, contributing to smooth event execution.

## EXTRA-CURRICULAR ACTIVITIES AND ACHIEVEMENTS

- Runner-up - Gully to Global (Marketing Event): Strategically marketed an on the spot product in a competitive setup, year 2024
- Winner - Litlore (Literature Event): Secured first prize in an intercollegiate literary competition, year 2024
- Secured 4th Position – District-Level Yoga Competition

## TECHNICAL SKILLS

- Banking & Finance Tools: GST filing, ITR computation, Reconciliation, Financial Reporting
- Software: Tally ERP with GST, MS Excel, MS PowerPoint, MS Word
- Other Tools: Canva, LinkedIn, AI tools for documentation & research