

ADEEBA SHAKEEB

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ABOUT

I am a dedicated US CMA aspirant currently pursuing my 3rd year BCom Strategic Finance degree at Mount Carmel College. Learning financial operations, process optimization, financial risk management and data analysis. Passionate about enhancing operational efficiency, ensuring compliance, and supporting data-driven decision-making in fast-paced financial environments.

EDUCATION

- BCOM Strategic Finance with US CMA
MOUNT CARMEL COLLEGE AUTONOMOUS
CGPA : 7.7 / 10 2023- till date
 - II nd PUC
CMR NATIONAL PU COLLEGE | Percentage : 88 % 2021-2023
 - 10TH Standard
ST.MARY'S PUBLIC SCHOOL | Percentage : 89.7 % 2021

EXPERIENCE

Intern, Arcutrus Technologies

- Managed and updated HR and financial data in Excel to ensure accuracy, consistency, and compliance.
 - Supported process improvement by streamlining internal data management and documentation workflows. Assisted in preparing operational and financial reports for management review.
 - Coordinated with multiple departments to ensure smooth execution of internal processes and timely data flow. Contributed to process audits and identified areas for operational efficiency.

SKILL

- Teamwork and Time Management
 - Ability to work under pressure
 - Fast learner
 - Ability to multitasking

Critical thinking and problem solving
Good Communication skills
Financial analysis
Presentation skills

CERTIFICATION

- Power BI
 - Advanced Excel

LANGUAGES : English , Hindi , Kannada , Tamil , Telugu.

EXTRA CURRICULAR : Actively involved in leadership and organizational roles as a core member of the Student Council, Sponsorship team, PR team, and CEE Association core team. Also participated in cultural and sports activities as a School Sports Captain.