

ANUSHIKA ANAND

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SUMMARY

BCom student specializing in finance with foundational knowledge of taxation, accounting, and compliance. Proficient in MS Excel and comfortable working with tax concepts, data analysis, and financial documentation. Eager to apply academic learning to practical tax analyst responsibilities while developing professional expertise.

EDUCATION

Mount Carmel College (Autonomous), Bangalore, Karnataka 2023 - 2026

Bachelors in Commerce, in progress.
Specialization in Finance

Carmel High School, Patna, Bihar

12th ISC in Commerce
Graduated 2022
Secured-84.5%
Grade 1 in Commerce and English

Carmel High School, Patna, Bihar

10th ICSE
Secured-79.6%
Grade 1 in Computer Applications

INTERNSHIPS

Descon Buildtech Pvt Ltd Apr 2025-Jun2025

Finance Intern

- Assisted in preparing and maintaining project-wise budgets and cost sheets for construction activities, ensuring accuracy in expense tracking.
- Processed and recorded vendor invoices, organized payment schedules, and supported financial documentation for internal records.
- Collaborated with the finance team to generate basic financial reports and supported reconciliation of expenses using Excel.

Jobzio Manpower Feb 2025-Mar2025

HR Executive

- Assist job seekers by matching them with suitable job opportunities.
- Schedule and coordinate interviews with top companies, including Myntra, Flipkart, CRED, Paytm, Globiva, IGT.
- Maintain end-to-end recruitment processes, including sourcing, screening, and onboarding.
- Maintain candidate databases and ensure smooth communication between clients and candidates.

ADDITIONAL INFORMATION

- Technical Skills:** Advanced Excel, Financial Modelling, Basics of Search Engine Optimization(SEO)
- Languages:** English, Hindi, French
- Certifications:** Financial Modelling using Excel
- Co-Curriculars:** Events and Social Media Core Team Of Quiz Association, Student Council Core Team 2024-25, Marketing Team of Whitesummerland 2024.