

# 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

Detail-oriented B.Com (Corporate Finance, US CPA Integrated) student seeking an Operations Apprenticeship at Morgan Stanley to apply strong analytical, reporting, and workflow documentation skills. Aims to support operational controls, perform trade reconciliation, develop metric dashboards, and contribute to process efficiency and accuracy

## WORK EXPERIENCE

### Internship

**Company :** Tata Steel

**Location:** Jamshedpur

*June, 2024(1 month)*

- Conducted five-year financial performance analysis, identifying trends in liquidity, profitability, and efficiency.
- Designed Excel dashboards summarizing key ratios, improving clarity and presentation of financial data.
- Enhanced analytical accuracy through structured reporting and data validation.

**Company :** Tata Growth Shop

**Location:** Jamshedpur

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

- Documented end-to-end Procure-to-Pay (P2P) process and prepared detailed workflow reports, improving departmental clarity and understanding of accounting roles.
- Streamlined process documentation and reporting, enhancing accuracy and operational efficiency.

## SKILLS

Technical: MS Excel (Pivot Tables, VLOOKUP, Data Validation), PowerPoint, Google Sheets

Core: Financial Analysis, Process Documentation, Reporting, Data Management

Soft Skills: Analytical Thinking, Attention to Detail, Communication, Team Coordination, Problem-Solving

## LEADERSHIP AND CAMPUS INVOLVEMENT

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

- Managed scoring and evaluation for 25+ inter-college teams; designed structured reporting formats reducing errors by 15%.
- Coordinated with core teams across associations to ensure smooth workflow execution and data consistency.

Core Team Member – Commerce Association (Design & Scoring), Entrepreneurship Cell (Design), Student Council (Design) (2023 – 2024)

- Contributed to design and scoring operations, as well as event management activities.

## ACHIEVEMENT AND CERTIFICATIONS

- Secured 2nd place in English Elocution Competition, showcasing strong public speaking skills and presentation skills.
- Promoted to Sub-Head of Scoring Sector for leadership and consistent performance.
- US CPA – In Progress.