



SIMRAN SHARMA

FRESHER

CONTACT

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CERTIFICATION

- Introduction to MS Excel
- Introduction to Data Analytics
- Digital Marketing Strategy
- Policy Bootcamp (Grassroot Research)

SKILLS

- R Software
- MS Excel
- PowerPoint Presentation
- Critical Thinking
- Script Writing
- Effective Communication
- Content editing
- Event Management

PROFILE

I intend to build a career in a progressive organization which will help me to explore myself fully and realize my potential. I am also willing to work as a key player in challenging and creative environment that provides avenues for professional learning and encourages individual growth

EXPERIENCE

- **Intern (Finance & Accounts Department)** JUNE- AUGUST
AU Small Finance Bank, Jaipur Head Office
 - Verified vendor bills against approval matrix for compliance.
 - Entered and maintained vendor bills in Oracle Fusion and Excel.
 - Prepared vouchers and attached them to invoices for audits.
 - Rechecked invoices, stamped verified copies, and filed records.
 - Tracked invoices through DIS to reduce delays and speed processing.
 - Recorded vendor invoices using active vendor master for accuracy.
 - Uploaded and attached supporting documents in Oracle Fusion.

EDUCATION

- **MA (Economics)** 2024- PRESENT
Mount Caramel, Bangalore
 - Public Economics
 - Growth and Development
 - International Trade and Finance
 - Mathematics
 - Research Methodology
 - Statistics
 - Finance Economics
 - Advanced Econometrics
 - Financial Management and Accounting
- **BA (Honors) Economics** 2020-2023
(With Psychology as subsidiary)
Kanoria PG Mahila Mahavidyalaya, Jaipur
 - International Economics
 - Mathematical Economics
 - Development Economics
 - Public Finance
 - Econometrics
 - Statistics

LANGUAGES

- English (Fluent)
- Hindi (Fluent)

PROJECTS

- **Wide Angle of Economics**
 - Successful organization of economics workshop
 - Managing entire execution and strategy
- **Mental Health Awareness**
 - Anchoring the entire event
 - Reporting the event for public domain