

# NUPUR SHAH

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Bangalore - 560076

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Enthusiastic student with a strong commitment to building a career in the commerce sector. Demonstrates discipline and detail oriented approach while executing tasks and being efficient. Possesses a strong sense of teamwork and excels in forging connections through strategic networking. Eager to learn and constantly seeks self-improvement.

## INTERNSHIP EXPERIENCE

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### Cautilya Capital

- Gained experience as an HR and finance assistant, garnered knowledge about HR platforms like Razor pay HR payroll, ZOHO.
- Acquired practical experience of the recruitment, onboarding and offboarding process.
- Performed governance and reconciliation activities, increasing accuracy by 5%
- Collaborated with colleagues throughout the organisation in order to host a financial podcast, creating a 15% increase in traffic towards the company.

### YAMA Bakes and Cakes

- Worked as a social media intern at a gourmet baked goods industry, resulting in 30% increase in sales
- In addition to that, worked as a bookkeeper and accountant. Keeping a daily record of sales.

### Kalpavruksh Print n' packs

- Worked in the operations team and contributed to the day to day functioning of the company. Gaining knowledge and hands on experience with regards to communicating efficiently and effectively

## LEADERSHIP EXPERIENCE

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### Secretary

- Currently working as the secretary of the western dance association of Mcc. Proving one's team building and leadership skills.
- Increased sponsorship rates by 25%. Facilitated organisation of various fests

### Student council

#### Captain

- Served as the captain of my house during 12th grade. Organised various drives and events for the betterment of the student body

#### Head of club

- Served as the head of club and captain of the dance team in 11th and 12th grade

### **Fest Coordinator**

Prospero

- Organized the annual ACCA fest in collaboration with the Commerce Department. Served as the fest coordinator and head of event management.

## **ACHIEVEMENTS**

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### **EY DIGIVERSITY- CERTIFICATION**

- Acquired training and garnered knowledge about Excel, Power BI and other tools used in the corporate world through EY's informational programme.

### **PUBLIC SPEAKING**

- Acquired training and accomplished certification in Public Speaking and Effective Communication through toastmasters.

## **Education**

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### **Mount Carmel College (2025-present)**

*Bangalore, India*

BCom - International Accounting and Finance

### **Transcend Group of Institutions (2023)**

*Bangalore, India*

Grade 12- 93%

### **BGS National Public School**

*Bangalore, India*

CBSE Grade 10- 90%

## **ADDITIONAL SKILLS**

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- Proficient in MS Office (Word, Excel, PowerPoint)
- Fluent in English and Hindi
- Strong leadership communication skills
- Quick and accountable learner
- Organizational and time management skills