

Jiya Jain



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CAREER OBJECTIVE

Passionate about leveraging data-driven insights and supporting financial operations with accuracy and efficiency. Proficient in MS Office Suite (Advanced Excel, Word, PowerPoint) and skilled in digital tools. Final-year BBA student with a focus on Finance.

EDUCATIONAL QUALIFICATIONS

MOUNT CARMEL COLLEGE,
BENGALURU-BBA (REGULAR)
88.54% | 2023-2025

SOPHIA HIGH SCHOOL,
BENGALURU – ISC (XII)
85.6% | 2021-2023

CARMEL HIGH
SCHOOL, BENGALURU –
ICSE (X) **95.6% | 2021**

PROJECT

- **Financial Performance Analysis** - Analysed Microsoft's financial data over a three-year period using financial and operating leverage metrics to assess their impact on Earnings Per Share (EPS) and evaluate trends in profitability and risk.
- **Survey Analysis using Excel** - Conducted a primary research survey with 120 respondents across demographics; used Excel for data analysis, cross-tabulation, and visualization to extract insights on consumer behavior, nutritional values, and dining preferences.
- **Fieldwork** - Coordinated a 6-member team for an environmental field research project involving site visits, local language interviews, visual documentation, and final report compilation.

CERTIFICATIONS

1. Microsoft Advance Excel
2. Digital Marketing
3. GST Using Tally

SKILLS

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|------------------------------------|------------------------------------|
| a) Leadership | b) Advance knowledge of “ Excel ” |
| c) Graphic Design (Adobe InDesign) | d) Verbal and communication skills |
| e) Communication Skills | f) Attention to detail |

INTERESTS

- Leadership - Head of Logistics – Hindi Association, MCC (2024–25)
- Excel-based Data Analysis
- Languages known- Hindi, Kannada and English