

MANYA SHARMA

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Summary

Commerce student's expansion-oriented and analytical graduate with a strong foundation in finance, business management and professional principles. Efficient in financial analysis, budget and Excel-based data management. Eager to apply educational knowledge in a practical setting and contribute to financial decision making processes. Committed to continuous learning and professional development in the finance sector.

Education

- Bachelor of Commerce (Professional) - Mount Carmel College , Bengaluru – Aggregate Percentage -78.42%, 2026.
- Pre-University Course- Commerce (Computer minor) - Mount Carmel Pre-University , Bengaluru – Percentage – 90.66%, 2023.
- SSLC Examination – Cluny Convent High School, Bengaluru – Percentage –83.2% , 2021.

Experience

- **Commonwealth Bank of Australia – Teamlease (Associate-Transactional F&A)** **July2025- December2025**
 - Selected for a competitive apprenticeship program focused on core finance and business operation.
 - Gaining hands on experience in financial analysis,reporting,and risk management.
 - Supporting teams in areas such as retail banking,compliance,and customer relationship management .
- **Indpro.IO (Digital Marketing Intern)** **May 2025 – June 2025**
 - Assist in creating and scheduling content for social media platforms.
 - Help manage and optimize Indpro's website and e-commerce platform content.
 - Collaborate on SEO efforts , blog content and keyword strategies to increase organic research.
- **Global Packaging Machinery (Sales Support Intern)** **April 2024 – May 2024**
 - Handled the end to end process of preparing , organising and filing quotation with accuracy.
 - Managed and responded to client emails professionally .
 - Communicated with clients to address inquiries and provide support.
- **V.B.Caterers (Finance Assistance Intern)** **May 2023 – June 2023**
 - Contributed to cost-saving initiatives by identifying budget discrepancies and recommending corrections .
 - Helped track company expenses and update financial records.
 - Supported invoice processing and payment follow ups.

Co-Curricular Activities

- **SAP (S4 HANA) – FICO** **May 2025 – August 2025**

SAP S/4HANA FICO is a core module that manages financial accounting and controlling processes in real time. It combines external reporting (FI) with internal cost management (CO), enabling faster data processing, real-time insights, and simplified financial operations through the S/4HANA in-memory platform.

Skills

- Communication
- MS Office
- MS Excel
- MS PowerPoint & Canva
- Team Collaboration
- Client Relation
- Critical Thinking
- Problem Solving

Hobbies

- Fitness Activity
- Badminton
- Art and craft

