

# R SUSHMITHA

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Bengaluru, Karnataka

A Motivated MBA student with a strong foundation in communication, analytical thinking, and adaptability. An active listener and quick learner who thrives in dynamic environments and approaches challenges with a problem-solving mindset. Eager to contribute fresh ideas and a collaborative spirit to drive organizational growth while continuously expanding my knowledge, skills, and professional capabilities.

## EDUCATION

### MBA (FINANCE & BUSINESS ANALYTICS)

Mount Carmel College | 2024 – 2026

### B.COM (9.5 CGPA) - (FINANCE & ACCCOUNTS)

Kristu Jayanti college |2021 - 2024

### PUC ( 88% )

Reva Independent PU College, 2018 – 2021

### SSLC ( 86% )

New Baldwin School

## EXPERIENCE

### HINDUSTAN AERONAUTICS LIMITED

#### Internship in Finance ( 1 Month )

- Gained exposure to various finance functions and assisted in Bills Receivable for clients like IAF, Army, Navy, and civil customers.
- Worked with MS Excel for invoice tracking and documentation. Handled scanning, sorting, and recording project bills and BOCs.
- Gained skills in finance processes, adaptability, teamwork, time management.

### BHARADWAJ & HOSMAT, CHARTERED ACCOUNTANTS

#### Internship in audit and taxation (1 month)

- Managed audit and accounting tasks: Sales \& Purchase Vouching, GST \& ITR filings, and DIR-3 KYC compliance.
- Worked with Tally Prime, Winman CA ERP, tax portals, and Excel for record keeping and reconciliations.
- Gained knowledge of Accounting Regulatory and Compliance Practices Enhancing my analytical, communication, problem solving, and time-management skills

## SKILLS

- Adaptability and Resilience
- Time Management
- Microsoft excel
- MS Word
- Tableau & Power BI
- Canva - edits
- Financial Modeling

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## CERTIFICATIONS

- “DIGITAL MARKETING” AND “BUSINESS ANALYTICS WITH EXCEL” | Skillup by Simplilearn
- NEGOTIATION SKILLS AND CONFLICT MANAGEMENT | Saylor academy
- ENTREPRENEURSHIP | Swayam, NPTEL online course
- INVESTMENT BANKING JOB SIMULATION | forage
- “RESEARCH METHODOLOGY AND EXCEL FUNDAMENTALS” AND “CORPORATE LAWS” | Department of Commerce, Kristu Jayanti College

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## EXTRACURRICULAR AND ACHEIVEMENTS

- NSS Volunteer for 3 years – actively participated in social service and community outreach programs.
- Participated in various intra collegiate management fests, enhancing professional and interpersonal skills.
- Received a certificate of achievement on promoting environmental awareness and protection organized by Tanishq
- Received Meritorious Award for the year 2018-19.

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## LANGUAGES

ENGLISH | KANNADA | TAMIL | HINDI

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