

ADEEBA SHAKEEB

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ABOUT

I am a dedicated US CMA aspirant currently pursuing my 3rd year BCom Strategic Finance degree at Mount Carmel College. Learning financial operations, process optimization, financial risk management and data analysis. Passionate about enhancing operational efficiency, ensuring compliance, and supporting data-driven decision-making in fast-paced financial environments.

EDUCATION

- BCOM Strategic Finance with US CMA 2023- till date
MOUNT CARMEL COLLEGE AUTONOMOUS
CGPA : 7.7 / 10
- II nd PUC 2021-2023
CMR NATIONAL PU COLLEGE | Percentage : 88 %
- 10TH Standard 2021
ST.MARY'S PUBLIC SCHOOL | Percentage : 89.7 %

EXPERIENCE

Intern, Arcutrus Technologies

- Managed and updated HR and financial data in Excel to ensure accuracy, consistency, and compliance.
- Supported process improvement by streamlining internal data management and documentation workflows. Assisted in preparing operational and financial reports for management review.
- Coordinated with multiple departments to ensure smooth execution of internal processes and timely data flow. Contributed to process audits and identified areas for operational efficiency.

SKILL

- Teamwork and Time Management Critical thinking and problem solving
- Ability to work under pressure Good Communication skills
- Fast learner Financial analysis
- Ability to multitasking Presentation skills

CERTIFICATION

- Power BI
- Advanced Excel

LANGUAGES ; English , Hindi , Kannada , Tamil , Telugu.

EXTRA CURRICULAR ; Actively involved in leadership and organizational roles as a core member of the Student Council, Sponsorship team, PR team, and CEE Association core team. Also participated in cultural and sports activities as a School Sports Captain.