

# RIDA ALMIRA LABBI

BCOM INTERNATIONAL ACCOUNTING AND FINANCE | OPERATIONS ANALYST

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## CAREER OBJECTIVE

I aim to build my career as an Operations Analyst by leveraging my strengths in accuracy, client focus, and analytical thinking to improve processes and support risk management. I'm excited to contribute to J.P. Morgan's operations through collaboration, data-driven decisions, and delivering consistent, high-quality results that benefit both the business and its clients.

Education	<b><u>Mount Carmel College Autonomous</u></b>	2023 - 2026
	B.COM International Accounting and Finance - 3 <sup>rd</sup> year CGPA - 7.1 Leadership & Activities <b>Marketing Head</b> – Commerce Association, Led promotion of college events, part of under-currents & cross-currents fest 2024-25.	2021 - 2023
	<b><u>New Baldwin International Pre-University</u></b>	
	Commerce - Economics, Business Studies, Accountancy, Computer Applications. 12 <sup>th</sup> - 86% <b><u>Cambridge School</u></b> 10 <sup>th</sup> - 80.33%	2009 - 2021

Certifications	<ul style="list-style-type: none"><li><b>Excel (ADVANCED):</b> Data handling, reconciliation, Pivot table</li><li><b>MS Word:</b> Tables, Formatting</li><li><b>Tally Prime (BASICS):</b> Journal entry, vouchers, ledger</li><li><b>Emotional Intelligence:</b> Teamwork &amp; communication</li><li><b>AI Tools (ChatGPT &amp; others):</b> Business tasks</li></ul>
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Professional Experience	<b>EFT – Coach Manchal Kalra   Digital Operations Intern   Oct 2024 – Jan 2025</b>	Oct 2024 - Jan 2025
	<ul style="list-style-type: none"><li>Managed digital operations using MS Office, Excel, Canva, TagMango, ClipChamp, and social media tools.</li><li>Handled client communications, customer data, Zoho receipts, and Zoom sessions.</li><li>Designed and updated website, ensuring batches sold out with positive reviews.</li><li>Developed communication, teamwork, adaptability, and digital marketing skills.</li></ul> <b>Entrepreneur Development Project</b>	May 2024
	<ul style="list-style-type: none"><li>Conceptualized, baked, and branded brownies as a self-initiated experiment.</li><li>Sold products on Church Street, managing operations and customer interactions.</li><li>Generated revenue and profit, gaining hands-on experience in entrepreneurship and marketing.</li></ul>	

Skills	<ul style="list-style-type: none"><li><b>Communication:</b> Effective written, verbal, and client interactions. ( Language - English, Hindi, French, Urdu )</li><li><b>Teamwork &amp; Collaboration:</b> Coordinating with peers and stakeholders to achieve process goals.</li><li><b>Adaptability:</b> Handling multiple tools, tasks, and changing priorities efficiently.</li><li><b>Time Management &amp; Multitasking:</b> Managing deadlines and customer data.</li></ul>
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