

## MEENAKSHI SARASWAT

+91 9353683533 | [meenakshisaraswat56@gmail.com](mailto:meenakshisaraswat56@gmail.com) | <https://www.linkedin.com/in/meenakshi-saraswat-5232672a5> | Curious and driven student looking to expand my knowledge and experience. Open to learning across the fields of finance and accounting. Quick to adapt and learn, I'm committed to making meaningful contributions and eager to leverage my skills to grow personally and professionally.

### EDUCATION

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<b>Mount Carmel College (Autonomous), Bangalore, Karnataka</b> BCOM Corporate Finance- 7.1	2023-2026
<b>Mount Carmel PU College, Bangalore, Karnataka</b> 12 <sup>th</sup> Commerce- 82.6 %	2021-2022
<b>Venkat International Public School</b> 10 <sup>th</sup> (CBSE)- 67.6%	2009-2020

### INTERNSHIPS

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<b>Micro Labs Ltd, Bangalore</b> Micro Labs Ltd. is a leading Indian pharmaceutical company known for its wide range of formulations and strong global presence. <b>Audit &amp; Operations Intern</b> Assisted in internal audit processes by reviewing financial documents and verifying compliance with company policies. Gained hands-on exposure to core operational workflows and cross-functional coordination within a pharma manufacturing setup.	2025 (May)– 2025 (July)
<b>Commonwealth Bank of Australia, Bangalore</b> One of Australia's largest and most trusted financial institutions offering retail, business, and institutional banking services globally. <b>Apprenticeship program</b> Gained exposure to core banking operations, assisted in reviewing transaction records, and ensured compliance with internal policies and regulations.	2025 (July)– 2025 (Dec)

### CERTIFICATIONS AND ADDITIONAL COURSES

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<b>Personal finance and income tax filing</b> <b>Stockathon Academy</b> Highlights proficiency in financial management and understanding of tax regulations.	2024
<b>AutoCAD</b> <b>Caddcentre</b> A popular computer-aided design (CAD) software, to create 2D and 3D designs and drafts.	2024
<b>Communication for success</b> <b>Md, neucode talent academy</b> Demonstrates strong interpersonal and communication skills essential for professional success.	2022

### SKILLS

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| <b>Technical Skills -</b> <ul style="list-style-type: none"><li>• MS Excel</li><li>• MS Word</li><li>• AutoCAD</li></ul> | <b>Soft Skills –</b> <ul style="list-style-type: none"><li>• Communication</li><li>• Collaboration</li><li>• Multi-tasking</li><li>• Attention to detail</li></ul> |
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## **EXTRACURRICULAR ACTIVITIES**

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- Member of Vipra Foundation (NGO)
- Helped organizing the event VIPRA PREMIER LEAGUE
- Volunteered in blood donation camps for Vipra foundation
- Event manager for the event GROWTH WITH HAPPINESS for VipraFoundation
- Participated as a model in fashion shows such as Fashionista
- and actively contribute as a member of the college fashion team.