

RUTHIKA THORAT

DATA & FINANCE ENTHUSIAST

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SUMMARY

Motivated and detail-oriented accounting professional with a strong foundation in financial accounting, bookkeeping, and data analysis. Skilled in preparing financial reports, managing ledgers, reconciling accounts, and visualizing financial data using Power BI and Excel. Familiar with Tally ERP9, QuickBooks, and accounting principles (GAAP). Seeking an entry-level Junior Finance Analyst role to apply and grow in a results-driven environment.

TECHNICAL SKILLS

- Microsoft Excel (Pivot Tables, VLOOKUP, Charts)
- Power BI (Data Modeling, DAX, Dashboards)
- Tally ERP9
- QuickBooks (Basic)
- MS Word, PowerPoint
- Google Sheets
- Financial Accounting
- Budgeting & Forecasting
- Analytical Thinking
- Attention to Detail

PROFESSIONAL EXPERIENCE

1. Freelance Data & Accounting Analyst (Remote – Dubai, UAE)

Sept 2024 - Present

- Executed self-led projects combining accounting principles with data analytics using Excel, Power BI, and Tally ERP9.
- Designed dashboards to visualize cash flow, expenses, and profit trends for a mock business, demonstrating financial storytelling with Power BI.
- Analyzed public datasets.
- Developed and published a personal portfolio website to showcase projects: ruthika619.github.io

2. Senior Sales Officer, Mumbai

Sept 2023- Feb 2024

- Interacted with 50+ customers daily to explain banking products, helping generate high-quality leads and consistently meet monthly sales targets.
- Maintained accurate sales records, lead status reports, and customer databases using Microsoft Excel — applied filters, formulas, and pivot tables for efficient tracking.
- Prepared daily and monthly performance reports to highlight sales trends, conversion ratios, and areas for improvement.
- Collaborated with back-office and operations teams to enhance customer experience and reduce response times, contributing to process improvements and team coordination.
- Strengthened communication, documentation, and data entry accuracy—skills transferable to financial and administrative roles.

EDUCATION

Postgraduate Diploma in Banking & Finance

March 2023- Sept 2023

- Institute of Finance, Banking, and Insurance – New Delhi
- Gained foundational knowledge in financial markets, banking operations, risk assessment, and regulatory compliance.
- Completed modules in financial statement analysis, customer relationship management, and digital banking.

B.Sc. (Hons) Agriculture

2019-2023

- Dr. Balasaheb Sawant Kokan Agriculture University- Maharashtra, India

CERTIFICATION

- Google Data Analytics Professional Certificate – Coursera (Completed June 2025).

PROJECTS

- [Portfolio: ruthika619.github.io](https://ruthika619.github.io)
- **Small Business Finance Tracker** – Built an Excel + Tally system for expense tracking, bookkeeping, and a Power BI dashboard showing profit/loss, cash flow, and category-wise spending.
- **Cyclistic Case Study (Google Capstone)** – Analyzed 5M+ bike-ride records using Excel to uncover trends in rider behavior by user type, day, and duration.
- **Bank Marketing Analysis** – Explored 45K+ customer records to identify factors behind successful marketing outcomes using Excel pivot tables and charts.