

Vaishnavi Sahu

B.COM (ACCOUNTING & FINANCE MANAGEMENT)

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OBJECTIVE:

To leverage my expertise in accounting principles, financial record-keeping, and office administration gained through practical experience in a CA firm and an MBA college administration department. Seeking to apply my strong organizational, communication, and problem-solving skills to contribute to efficient financial and administrative operations.

EXPERIENCE:

Internship at City Premier College
(21st April 2023 to 30th June 2023)

- Supported day-to-day administrative operations, and including student record correspondence management.
- Coordinated between faculty, students, and management for smooth academic and event-related processes.
- Assisted in organizing college events, seminars, and meetings, ensuring timely execution and logistics.

Internship at R.D. Agrawal & Co.

(21st June 2024 to 30th August 2024)

- Managed bookkeeping, ledger maintenance, and financial record-keeping for multiple clients.
- Assisted in the preparation of tax returns, and audit-related documentation.
- Handled client queries, maintained confidentiality of financial data, and supported senior CAs in daily accounting tasks.

CERTIFICATIONS:

- English Language (Certified by Cambridge Council)
- Advance Excel (Certified by Atlanta Computer Classes)

EDUCATION:

| Course / Degree | Institute | University/Boards | Year | Percentage / CGPA |
|-----------------|----------------------|-------------------------|----------|-------------------|
| MBA | DMIMS | Autonomous | Pursuing | - |
| B.COM | City Premier College | RTMNU | 2025 | 6.89 |
| HSC | M.K.H. Sancheti | Maharashtra State Board | 2023 | 79.8 |
| SSC | Saraswati Vidyalaya | Maharashtra State Board | 2020 | 85.8 |

SKILLS:

Hard Skills

- Accounting and Bookkeeping
- Spectrum (Accounting Software)
- Financial Documentation
- Ms Office (Excel,Word)

Soft Skills

- Communication and Co-ordination
- Time Management
- Problem Solving
- Client and Student Relations

CO - CURRICULAR ACTIVITIES:

- Winner in Innovation Expo 2025
- Participated in Quiz-O-Mania 2025

EXTRA - CURRICULAR ACTIVITIES:

- Volunteered at Innovation Expo 2025
 - Volunteered at My Bharat a stride towards Viksit Bharat
 - Runner-up at the Annual Function Group Dance - CPC
 - Winner at the Dodge Ball Sports Event - CPC
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