

# AKRATI JAIN

## MASTER OF BUSINESS ADMINISTRATION

Moradabad, Uttar Pradesh (244001) | Mobile: +918439420458 | Email.: [jainakrati704@gmail.com](mailto:jainakrati704@gmail.com) |

LinkedIn: <https://www.linkedin.com/in/akrati-jain-995a822a7>

## SUMMARY

Motivated and detail-oriented MBA graduate with internship experience in both Human Resources and Finance. Skilled in recruitment, employee onboarding, payroll assistance, financial analysis, budgeting, and report preparation. Adept at using MS Excel, HRIS software, and financial tools to support data-driven decision-making. Strong interpersonal and analytical skills with a balanced understanding of people and numbers. Seeking to contribute in a dynamic organization where I can apply and expand my knowledge in both HR and Finance functions.

## TECHNICAL SKILLS AND SOFT SKILLS

- Tally ERP9
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Word
- Basic knowledge of Power BI
- Problem solving
- Project management skills
- Communication skills
- Accounting skill ( Basic)
- Employee Engagement
- Leadership Management

## INTERNSHIPS EXPERIENCE

### UAS INTERNATIONAL GROUP OF COMPANY

Jun 2024 - Aug 2024

- JOB RESPONSIBILITY – To pitch and sell the product to the customers.
- EXPERIENCE - Delivering right and tata cantic in of regarding product. Clearing doubts with confidence.
- TITLE - Wealth Management and Travel Tourism.

### ZIELHOCH COMPANY

Feb 2024 – Apr2025

- JOB RESPONSIBILITY – To pitch and sell the product to the customers.
- EXPERIENCE - During this period we contacted the relevant customers and pitched our product and tried to convince them to buy the product through the knowledge we collected during the training period.
- WORK - To convince and make them understand the product. To deal with different age group's mindset. Marketing assistance, Product launching, Business developer

## EDUCATION

### TEERTHANKAR MAHAVEER UNIVERSITY, MORADABAD

2023 - 2025

Master of Business Administration (MBA)

- I Semester - 7.73(SGPA)
- II Semester - 8.03(SGPA)
- III Semester - 7.94(SGPA)
- IV Semester – 8.86(SGPA)

### JANTA COLLEGE BAKEWARE, ETAWAH

2020 - 2023

Bachelor of Commerce (BCOM) - 60%

### JANTA INTER COLLEGE BAKEWARE, ETAWAH

2020

12 Commerce (UP BOARD) - 65%

2018

### R. H. K. S. SEC. SCHOOL LAKHNA, ETAWAH

10Th Science (UP BOARD) - 71%

## **CERTIFICATIONS**

- Tally ERP9 (**Om Sai Ram Computer Centre Bakeware, Etawah**)
- Human Resource Management (**Great Learning Academy**)
- Excel For Beginners (**Great Learning Academy**)
- Digital Marketing Fundamentals (**IIDE Company Masterclass**)
- Financial Model (**Jobaaj Learning Workshop**)
- Cyber Security Quiz (**WHIZHACK Security Digital**)
- Power BI Course (**E- learning Platform**)
- Banking and Insurance Course (**IIS University**)
- National Financial Literacy Quiz (**NISM, SEBI**)
- International Conference (**Sustainable Development Goals**)

## **LANGUAGES**

- English, Hindi

## **ADDITIONAL INFORMATION**

- I worked on a teamwork basis in my marketing course. I have done work as a volunteer, and I asked the question from the audience.
- We created a product as a team. my product name (SLEEPSANITIZE) I have taken the experience. when I sales a product on the market.
- Analyse E-commerce sales data creating interaction dashboard using Power BI. Used different types of customized visualization (bar chart, pie chart, dount chat, line chat, area chart, map,