



## PROFILE

Finance professional experienced in bookkeeping, reporting, reconciliations, tax support, compliance, and accurate financial documentation using modern accounting tools.

## EXPERTISE

- Bookkeeping & Accounts Management
- GST, BAS & PAYG (Exposure / Knowledge)
- Bank Reconciliation
- Financial Reporting & MIS
- Accounts Payable & Receivable
- Payroll Support
- MS Excel
- Xero / MYOB / QuickBooks (if learning or exposed, mention "Basic")

## EDUCATION

2023-2025

AMITY UNIVERSITY, NOIDA  
MBA (Finance)

2021-2023

CLUSTER UNIVERSITY, JAMMU  
Bachelor of Science

# MANBHI VERMA

2.5 YEARS+ EXPERIENCE  
ACCOUNTS EXECUTIVE |  
BOOKKEEPING & TAX SUPPORT  
FINANCE & COMPLIANCE  
PROFESSIONAL

## WORK EXPERIENCE

### *Investment Banking Associate*

STARTUPLANES | DEC 2023 – PRESENT

- Financial reporting, analysis, and documentation
- Compliance support and data reconciliation

### *Sales Team Lead*

YOURSTHAT SENIOR | OCT 2023 – DEC 2023

- Revenue tracking and reporting
- Billing, records, and reconciliation support

### *ASSISTANT MANAGER*

AXIS BANK , INTERNSHIP (NOV 2023)

- KYC Verification & compliance check
- Account Opening

## CONTACT

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