



ARCHANA KUMARI

MBA (FINANCE AND MARKETING)

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Results-oriented professional with a strong academic background in **finance, operations, and market research**. Seeking a dynamic role to leverage **data analysis** and **project management** skills, drive **business performance**, foster **client relationships**, and implement **innovative solutions**. Dedicated to the company's growth and profitability while **continuously learning** and **adapting** in a fast-paced environment.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION

JULY 2022 – JULY 2024

SPECIALIZATIONS: FINANCE AND MARKETING | CHANDIGARH UNIVERSITY (CGPA: 8.38)

EXPERIENCE

ALANKIT ASSIGNMENT LTD, New Delhi.

Mar 2024 – July 2024

RTA Executive

- Managed funds from foreign and Indian investors, day-to-day record updation from minor to major individuals adhering to regulations set by SEBI.
- Consolidation of investor folios, processed Central **KYC forms ISR 1, 2, 3 / SH-13, and Dematerialization process**.
- Provided **ECS** and handled **the transmission, change in name, name correction, and transfer of shares**, administering **IEPF & NROD** activities, generating investor statements, maintaining folios, ensuring seamless **operations, compliance** with **regulations**, and enhanced **investor satisfaction**.

GIT PRIME EDUCATION Private Limited, Noida.

JUN 2023 – AUG 2023

Finance and Operations Intern

- Organized comprehensive **data collection** and **analysis of payment transactions**, utilizing advanced Excel and Power BI to deliver data-driven presentations with key financial insights and actionable recommendations.
- Orchestrated and led a high-performing team of 45 interns, showcasing **strategic management** skills and collaborative **leadership**, and successfully exceeded 43% of target sales and achieved financial objectives.

Madhubani Motifs, Pune.

Jan 2023 – Jun 2023

Business Development & Operations Intern

- Developed and executed **business strategies** to expand Madhubani Motifs' online presence, boosting **handmade textiles and accessories sales**.
- Collaborated on product development** and **Streamlined operations** to ensure smooth order fulfillment.

SKILLS

Technical Skills: ADVANCE EXCEL, SPSS, MS WORD, TALLY, POWERPOINT, POWER BI, SQL.

Management Skills: Project Management, Compliance Management, Leadership, Collaboration, Presentation, Risk Management, Data Analysis.

Interpersonal skills: Excellent Communication and Listening Skills, Reporting, Time Management, Client Communication, and Documentation.

CERTIFICATIONS

- Advanced Diploma in Computer Application** | 1 year course | Dr. Kumar Infotech | 87.5%
- Production and Operations Management & Strategic Management Course** | IIT Roorkee | Swayam | NPTEL
- Sales & Trading Virtual Experience Program & Investment Banking Virtual Experience | J.P. Morgan | Forage
- Advanced Microsoft Excel Certification & Business Analytics with Excel: Elementary to Advanced** | Yaksha & Coursera
- Google Project Management (Agile, Scrum Master) Coursera
- Trading Basics (**Basics of Balance Sheet, P/L A/C, Cashflow Statement, Profitability Ratios**) | ISB | Coursera
- Data Visualization with **Power – BI** | Great Learning,
- Financial Analysis - Skills for Success (3 Specialization courses)** | **Financial Analysis Why?, Financial Analysis of Organizations, and Financial Analysis of Scenarios and Decisions** | Coursera
- SAP (Fico) | Udemy Beginner level.
- Digital Marketing** (SEO, SEM, VIDEO, CANVA, YOUTUBE) | GIT
- KYC/AML Certification Course** | adda 247, YouTube.

PROJECTS

- Mithila Painting Projects: Data Analysis | Digital Marketing | Client Communication | Sales Conversion.
- EDTECH SUCCESS 2.0: Innovative finance strategies and customer-centric approaches.
- CAPSTONE PROJECT: Registrar and Share Transfer Agent at Alankit Assignment Limited.

PARTICIPATION & ACHIEVEMENTS

AD-CLASH event participation | 10th Board Examination School Topper | Uma Mandodri Scholarship and cash prizes | Research Writing | Aptitude Problem Solver | Ranked 1st at District Level Drawing Competition | Scout & Guide Training | Business Planning | Central Govt certified Artist.