

Looking for a growth-oriented job in finance field with an organization where I could enhance my knowledge and experience on diverse aspects of the field while working. Detail-oriented and motivated to stay on task, meet aggressive timelines and accomplish goals. Honest and hardworking individual possessing impeccable attention to detail and first-rate oral and written communication abilities.

Work History

2017-06 - 2017-07	Intern <i>Qpedia, Delhi</i> <ul style="list-style-type: none">Content Creation: Written 50 Articles for Qpedia in the span of 2 months.Worked with team to improve SEO to bring more traffic to website.Conducted daily updates to social media profiles to boost company online presence.
2019-01 - 2019-02	Assistant <i>Gaur and Associates, Delhi</i> <ul style="list-style-type: none">Handling GSTCash Flow Statements,Concurrent Audits of like Retail Audit Hub (RAH) Canara Bank, Connaught PlaceCreated and updated physical records and digital files to maintain current, accurate and compliant documentation.Sorted, opened and routed incoming correspondence and deliveries to help senior leaders respond quickly to business and customer requirements.Managed and completed paperwork and overall office administration operations.

Education

2019-06 - 2021-07	Master of Commerce (Pursuing) (International Business) <i>IGNOU</i>
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Atul Shukla

Financial Analyst

Contact

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Skills

Problem-solving
Team collaboration
Research
Strategic planning and analysis
Outstanding communication skills
Patience
Can work for a long period
Efficiently managing the stressed condition
Multitasking ability
Self-motivated professional
MS Office (Excel)
Tally

2015-04 -
2018-03

Bachelor of Commerce (Honors): Accounting And Finance

Guru Gobind Singh Indraprastha University - Delhi
GPA: 7.44

2013-04 -
2015-03

Higher Secondary: Commerce

Bharti Public School - Delhi
Best of Four: 81.25 %, Six Subjects: 70%

2012-04 -
2013-03

CBSE

Salwan Public School - Delhi
CGPA:7.6

Financial Statement
Analysis

Financial Modeling

Corporate Finance

Capital Markets

Extra-Curricular Achievements and Certifications

- Awarded **Bronze Medal** in **BSE's Certification on Securities Market (BCSM)** by **Bombay Stock Exchange**.
- Awarded for delivering speech in Student Seminar by **NOIDA BRANCH CICASA OF ICAI**.
- **Introduction to Corporate Finance** by **Corporate Finance Institute (CFI)**. (Certification)
- **Reading Financial Statements** by **Corporate Finance Institute (CFI)**. (Certification)
- **Fundamentals of Credit** by **Corporate Finance Institute (CFI)**. (Certification)
- **Introduction to Capital Markets** by **Corporate Finance Institute (CFI)**. (Certification)