



Harshita Gour

📍 A-35 ANAND VIHAR
RAILWAY COLONY
JAGATPURA JAIPUR
+91-8947998046

✉ Harshita1701@gmail.com

📱 @harshita-gour-bb0090172

PROFILE

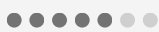
A motivated and ambitious management candidate with a strong academic foundation and a passion for problem-solving and team leadership. Seeking opportunities to apply theoretical knowledge gained through coursework and practical experiences to contribute to the success of an organization.

SKILLS

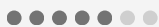
Excel



Management



Analysis & Reserch



Leadership



WORK EXPERIENCE

NAV BACK OFFICE IT SOLUTIONS

Process Associate

JAN 2022 - PRESENT

- CRYPTO FUNDS PORTFOLIO ACCOUNTING
- FINANCIAL STATEMENT REPORTING
- NAV REPORTING

AU SMALL FINANCE BANK

Trade Operations Verifier

Sep2020 - JAN 2022

- EXPORT & IMPORT DOCUMENTS SCRUTINY
- INWARD OUTWARD REMITTANCE
- BANK GUARANTEE MAKING
- BILL DISCOUNTING & MIS REPORTING

ICICI BANK

Trade Desk Officer

Sep. 2019 - July 2020

- INWARD & OUTWARD REMITTANCE
- EXPORT & IMPORT LODGEMENT
- BANK GUARANTEE
- BILLS COLLECTION
- FOREX CLIENT MANAGEMENT

RATAN TEXTILES

Dec 2015 - March 2019

Account assistant (Part time)

- BILLS PAYMENT
- ACCOUNTS MAINTENANCE
- MIS REPORTING

EDUCATION HISTORY

MBA Finance & International
Business

AUGUST 2021 - JUNE 2023

Vivekananda Global University

Masters In Commerce
Rajasthan University

July 2019 - June 2021

Bachelor of Commerce
Kanoria Girls PG College

July 2012 -2015



Harshita Gour



A-35 ANAND VIHAR
RAILWAY COLONY
JAGATPURA JAIPUR

+91-8947998046



Harshita1701@gmail.com



@harshita-gour-bb0090172

Advance Excel Bootcamp
ERNST & YOUNG

Financial Modeling
ERNST & YOUNG

Pursuing

CERTIFICATION

CERTIFICATE OF APPRICIATION
**RISING STAR - NAV BACK OFFICE IT
SOLUTIONS**

CERTIFICATE OF APPRICIATION
RISING STAR - AU SMALL FINANCE BANK

PROFESSIONAL BANKING CERTIFICATION
BANKEDGE

DIGITAL GARAGE
GOOGLE