



Name: Harsh Wardhan Nath Mishra
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BRIEF SUMMARY

As a driven and ambitious Bachelor of Business Administration student, I seek a dynamic role in the business sector where I can apply my knowledge of strategic management and finance. Eager to contribute to organizational success, I aim to leverage my analytical thinking, strong communication skills, and collaborative mindset to deliver impactful solutions and grow both personally and professionally in a competitive environment.

KEY EXPERTISE

Team Collaboration & Leadership	Problem Solving & Critical Thinking
Strong Interpersonal Skills	Market Research & Data Analysis
Strong communication skills	Generative AI Tools
Client Relations	Speaking & Listening Skills

EDUCATION

Course	School/college	Board/University	Year of passing	Percentage /CGPA
B.B.A.	Sarala Birla University	Sarala Birla University	2026	CGPA 9.3 (till 4 th Semester)
12 th (Higher Secondary)	DAV Public School, Hehal, Ranchi	CBSE	2023	89.8 %
10 th (Secondary)	ST. Michaels School, Ranchi	CBSE	2021	80 %

INTERNSHIPS

Finance Intern; Radisson Blu Ranchi (Accounts); Onsite; May 2024-July 2025

- Received a **LETTER OF APPRECIATION** for outstanding performance during the internship.
- Basic concepts:**
Merchant Discount Rate, Merchant Payment Report Bank Chargeback, Charge Slip vs Batch settlement, PCI Compliance, Card Amount blocking (CAB), Virtual Card Declaration, Daily Sales Report, CAPEX, OPEX, GSTR1, GSTR2, GSTR3,
Credit Extension, SAC Code, HSN Code
- Basic Reconciliations:** Credit card reconciliation, Tax reconciliation
- Worked using MS Excel, MS Word and managed Daily Tasks /Reconciliations

SKILLS

- HARD SKILLS**
 - MS Excel, MS Word, MS Power Point
 - Canva, Copilot
 - Data management software (Tally Prime)
- SOFT SKILLS**
 - Time Management and Prioritization
 - Adaptability and Willingness to Learn
 - Strong Verbal and Written Communication

COURSES / CERTIFICATES

- **Effective Speaking and Listening Skills - Wadhvani Foundation,2025**
Gained practical communication skills with a focus on active listening, effective verbal communication, public speaking, and interpersonal interaction in professional settings.
- **Introduction to MS Excel - Simplilearn/Microsoft,2025**
Successfully completed a course in Microsoft Excel, including functions, sorting/filtering, conditional formatting, data validation, pivot tables/charts, data analysis, macros/VBA, and dashboard development.
- **Introduction to Generative AI -Simplilearn/Google Cloud,2025**
Acquired foundational knowledge of generative AI concepts, including large language models, neural networks, prompt engineering, and practical applications of tools like ChatGPT, DALL·E, and other AI platforms.
- **Certificate of Completion-Internship (finance) May 2025-July 2025**
Achieved a certificate for an internship in finance at Radisson Blu Ranchi
- **Letter of Appreciation**
Received a “LETTER OF APPRECIATION” for outstanding performance during the internship.

SEMINARS / TRAININGS / WORKSHOPS

- Attended **International Conference-2024 on Recent Developments in Commerce, Business Management, Technology and Social Innovation.**
- Attended **Live Masterclass workshop-2024 on Microsoft Copilot** conducted by **Skill Nation**
- Attended **WEBINAR-2025 on Advanced Data Analysis in Excel with AI** conducted by **SkillEcted**
- Attended **Live Masterclass workshop-2025 on Financial Modelling** conducted by **EQUIGENIUS SERVICES**

EXTRA-CURRICULAR ACTIVITIES

- **Participated in Anvesha 2.0; Nationwide Quiz Competition on Official Statistics**
Organized by the National Statistics Office (NSO) Under the Ministry of Statistics and Programme Implementation (MOSPI)
Selected among the 2 participants from Sarala Birla University

SCHOLASTIC ACHIEVEMENTS

- **Scholarship for Academic Excellence;** Received a merit-based scholarship for achieving more than 9 CGPA in the examination

LEADERSHIP ROLES

- **Class Representative** in College (2023-Current)

PERSONAL INTEREST

- **Fitness:** Consistent gym-goer since 2024, dedicated to maintaining a healthy lifestyle.
- **Learner:** Passionate about acquiring new Knowledge and Skills through observation and learning.

PERSONAL DETAILS

Languages Known: English, Hindi
Gender: Male
Marital Status: Single
Date of Birth: 6th February, 2005

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SCHOOL, LAXMI NAGAR, PO: HEHAL, Ranchi, Jharkhand
834005

Signature: *harsh*

Date: 01 August 2025

Place: Ranchi