

HARSH WARDHAN NATH MISHRA

FINANCE & MARKETING ENTHUSIAST

📍 [Ranchi, India](#) 📞 [+91 9262253364](#) 🌐 [linkedin.com/in/harsh](#) ✉️ [harshwardhannathmishra@gmail.com](#) 🌐 [website](#)

Education

Sarala Birla University, Ranchi

2023 – 2026 (Ongoing)

B.B.A Finance

DAV Public School (CBSE)

2021

12th Grade

[Marksheet](#)

89.9%

ST. Michaels School (CBSE)

2023

10th Grade

[Marksheet](#)

80%

Work Experience

Raddison Blu

May 2025 – July 2025

Finance Intern

[Certificate of completion](#) | [Letter of Appreciation](#)

- Prepared and analyzed reports using MS Word, Excel, and PowerPoint, including outlet-wise and daily sales reports, supporting data-driven decision-making and accurate financial record maintenance.
- Handled various reconciliations such as credit card, tax, and extra bed, ensuring compliance, reducing discrepancies, and improving billing and inventory accuracy.
- Tested and utilized hotel management software like Micros, Opera, and Boss Net View, enhancing operational workflows and efficiency.
- Developed expertise in financial processes including PCI compliance, bank chargebacks, and charge slip settlements, contributing to risk management and secure transaction handling.
- Managed card amount blocking, virtual card declarations, and explored credit extension procedures, strengthening corporate finance controls and expanding knowledge in financial operations.

Projects

Personal Portfolio Website [Live Site](#)

- Designed and developed a responsive portfolio website using **HTML, CSS, and JavaScript**.
- Showcases projects, skills, and resume in a clean and interactive layout

Technical Skills

Hard Skills:

MS Excel, MS Word, MS PowerPoint, Canva, Microsoft Copilot, and data management software like Tally for efficient reporting, analysis, and content creation.

Soft Skills:

Decision making, leadership, strong verbal and written communication, learning enthusiast, and problem-solving abilities to adapt and perform effectively in dynamic environments.

Achievements & Certifications

• **Effective Speaking and Listening Skills - Wadhvani Foundation, 2025**

[Certificate](#)

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**

[Certificate](#)

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**

[Certificate](#)

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.