

HARSH WARDHAN NATH MISHRA

FINANCE & MARKETING ENTHUSIAST

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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.
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EDUCATION

Bachelor of Business Administration (BBA) – Ongoing **2023 – 2026**
Sarala Birla University

- **CGPA:** 9.33 / 10
- **Relevant Coursework:** Financial Management, Financial Accounting, Cost Accounting, Digital Marketing

Higher Secondary (Class XII) **2021-- 2023**
D.A.V Public School, Hehal

- **Scored 89.8%**

Secondary (Class X) **2021**
St. Michael's School | 2021

- **Scored 80%**
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WORK EXPERIENCE

Finance Intern – Radisson Blu, Ranchi **May–July 2024**

- **Prepared and analysed 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.
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CIRTIFICATIONS

