

# HARSH WARDHAN NATH MISHRA

## FINANCE & MARKETING ENTHUSIAST

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### 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.