

Email: _____

Contact: _____

EDUCATIONAL QUALIFICATIONS

Course	Year	Institution	Result
Bachelor's in Business Administration (Finance)	2022-25	Delhi Technological University, New Delhi	8.81 CGPA
AISSCE (Class XII)	2021-22	New Delhi	97.5%
AISSE (Class X)	2019-20	New Delhi	94.4%

PROFESSIONAL EXPERIENCE**Assistant Manager, _____ (October 2024 - Present)**

Boutique consulting startup focused on leadership, organisational effectiveness and capability-building

Joined as Intern; converted to full-time role within 3 months based on performance**Strategy & Client Delivery**

- Led **6 concurrent client workstreams** across Biotech, IT, Mining, FinTech and Education by diagnosing communication and capability gaps; **delivered 100% projects on time**.
- Designed **50+ strategy & capability-building decks** by analysing client pain points, synthesising research and developing frameworks; **reduced revision cycles by ~30%** and improved CXO clarity.
- Built **20+ client proposals**, translating ambiguous briefs into clear scopes and timelines strengthening win potential.

Process Improvement & Operational Ownership

- **Identified documentation inefficiencies**; created standardised templates that **reduced rework by ~25%** and improved coordination.
- Managed podcast operations by structuring guest pipelines and vendor coordination, achieving **>95% on-time delivery**.

Leadership & Stakeholder Management

- Supervised and trained **3 interns**, implementing QA checklists and reviews that improved first-draft quality, **reducing rework by ~15%**.
- Owned **cross-stakeholder coordination** across clients, internal teams and vendors to ensure **delivery under tight timelines**.

Finance Intern, Aditya Birla Finance Ltd.**(May 2024- July 2024)**

Leading NBFC within the Aditya Birla Group, providing lending solutions across retail and MSME segments

- **Evaluated 1,000+ SME clients** using financial statements, GST data and ratios, to **support credit risk assessment** and flag high-risk cases.
- **Identified fraud patterns and documentation discrepancies**, contributing to improved process safeguards within workflows.
- **Developed Excel dashboards** (pivots, formulas, recorded macros) that **cut repetitive manual effort by ~20%** and strengthened visibility.
- Supported **vendor evaluation and onboarding**, contributing to the selection of **3 API partners** aligned with workflow needs.

Intern, _____**(December 2023- February 2024)**

Early-stage D2C wellness startup focused on herbal products and digital-first brand growth

- Analysed influencer & campaign performance to **identify cost-efficient channels** and high-impact creators; delivered weekly reports that **strengthened leadership's marketing spend decisions**.
- Conducted **competitor and market research** to **support pricing and assortment discussions**.

PROJECTS

- **Business Strategy Analysis (Aditya Birla Group)**: Evaluated strategic position using **BCG matrix, VRIO and SWOT**; recommended **3 shifts** to strengthen competitive positioning.
- **Cryptocurrency Research Paper**: Authored a paper analyzing cryptocurrency through neoclassical and behavioural finance lenses, examining functionality, value and socioeconomic impact.
- **Research work on Zepto**: Analyzed Zepto's business and revenue models, cost structures and value propositions to identify actionable improvement levers.

POSITIONS OF RESPONSIBILITY**President, _____ JNU**

- **Promoted from _____**, led a **70+ member team** overseeing strategy, events, partnerships and budgets; ensured compliance across sponsorship agreements and drove structured execution of institutional initiatives.

CERTIFICATIONS AND SKILLS**Courses**

- Financial Accounting and Analysis Course, IIM Bangalore
- Financial Modelling Course, NIT Trichy

Skills

- **Business & Consulting Skills**: Problem Structuring, Insight Synthesis, Client Communication, Proposal Development, Stakeholder Management, Workflow Streamlining, Deck Story lining
- **Tools**: Advanced Excel (pivots, formulas, dashboards, basic macros), PowerPoint, Generative AI tools, Canva
- **Up skilling**: Actively learning Python (Beginner), SQL (Beginner)