

# Lakshita Sharma

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Dedicated MBA student specializing in Finance and Human Resources, I aim to apply my academic knowledge, practical internship experience and strong communication skills to contribute meaningfully to organizational growth. I am passionate about creating positive workplace experiences, aligning people with processes and continuously learning through real-world challenges.

## EDUCATION

Masters in Business Administration, JECRC University	2024-2026	9.5 CGPA
B.Com Hons in Accountancy and Stats, University Maharani	2021-2024	78%
Higher Secondary (Commerce), Beacon Public School	2021	98%

## CORE SKILLS

- HR Management – ZOHO, SLACK, TEAMS, Microsoft 365
- Finance and Econometric – STATA, PROWESS
- Time Management and Prioritization – GOOGLE WORKPLACE
- Analytics- Power BI, Tableau, Python and SQL (Basic)

## EXPERIENCES

<b>Chief People Officer, Mathionix Technologies Pvt Ltd, Jaipur (Remote)</b>	<b>Jul 2024- Current</b>
<ul style="list-style-type: none"><li>• Established documentation and task allocation and workflow mapping, streamlining coordination across multiple departments.</li><li>• Scaled hiring across departments, achieving a 80% increase in workforce onboarding through <b>Zoho, Slack, Asana</b>.</li></ul>	
<b>Finance Research Internship ,BITS Pilani Campus (Full Time)</b>	<b>Aug 2025-Dec 2025</b>
<ul style="list-style-type: none"><li>• Conducted econometric and financial performance analysis on <b>315 listed firms</b> using STATA for panel data modeling.</li><li>• Built analytics dashboards using <b>Power Query and Power BI</b> enabling comparative financial performance analysis.</li><li>• Linked innovation indicators with market relevant financial outcomes, providing insights <b>long term investment decision making</b>.</li></ul>	
<b>Management Coordinator, SVVM Institute, Jaipur (Part Time)</b>	<b>Jul 2022- Jul 2024</b>
<ul style="list-style-type: none"><li>• Maintained and consolidated <b>Google Sheets and Excel databases</b> for 3 institute branches, ensuring standardized records.</li><li>• Coordinated 30+ institutional events managing scheduling, task allocation and real time follow ups with administrative teams.</li></ul>	
<b>HR Team Leader Intern, GAOTek Inc, New York (Remote)</b>	<b>Aug 2022- Nov 2022</b>
<ul style="list-style-type: none"><li>• Led a <b>20 member HR intern team</b>, conducting daily coordination and review meetings using <b>Microsoft Teams</b>.</li><li>• Drove <b>maximum candidate onboardings</b> for consecutive weeks through structured task allocation &amp; progress tracking.</li></ul>	

## PROJECTS

<b>Predictive Analytics on Financial Performance of EdTech Companies</b>	Jan 2026
<ul style="list-style-type: none"><li>• Analyzed 100 EdTech companies using historical <b>financial and operational data</b> to build predictive models.</li><li>• Developed interactive Power BI dashboards using Power Query to <b>forecast future financial</b> outcomes, supporting <b>investment evaluation</b>, business forecasting and <b>strategic financial decision making</b>.</li></ul>	
<b>Leadership Research and Practice Context of Changes in World of Work, IIMA</b>	Jun - Dec 2025
<ul style="list-style-type: none"><li>• Collected and analyzed data of <b>50 diverse companies</b> to study <b>organizational performance &amp; firm level efficiency</b>.</li></ul>	

## CERTIFICATIONS

Career Essentials in Data Analysis (Microsoft)	Jan 2026
Working Capital Management (IIT Roorkee)	Nov 2025
Essentials- Emails, Connections and ePortfolios, Georgia Institute (Coursera)	Feb 2022
Excel Skills for Business- Beginner, Intermediate, Macquarie University (Coursera)	Jan 2022

## ACHIEVEMENTS/ EXTRA CURRICULAR

Core team member at JECRC Incubation Centre (JIC).	
Social Media Platform Manager for Jaipur School of Business, JECRC University.	
Coordinator of HR Conclave , Business Magazine ,JECRC University	Feb 2025
Winner of two National-Level Business Competitions held in Dehradun, representing JSB.	May 2025