

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, PROWEES
- Time Management and Prioritization – GOOGLE WORKPLACE
- Analytics- Power BI, Tableau, Python and SQL (Basic)

EXPERIENCES

Chief People Officer, Mathionix Technologies Pvt Ltd, Jaipur (Remote)	Jul 2024- Current
• Established documentation and task allocation and workflow mapping, streamlining coordination across multiple departments.	
• Scaled hiring across departments, achieving a 80% increase in workforce onboarding through Zoho, Slack, Asana .	
Finance Research Internship ,BITS Pilani Campus (Full Time)	Aug 2025-Dec 2025
• Conducted econometric and financial performance analysis on 315 listed firms using STATA for panel data modeling.	
• Built analytics dashboards using Power Query and Power BI enabling comparative financial performance analysis.	
• Linked innovation indicators with market relevant financial outcomes, providing insights long term investment decision making .	
Management Coordinator, SVVM Institute, Jaipur (Part Time)	Jul 2022- Jul 2024
• Maintained and consolidated Google Sheets and Excel databases for 3 institute branches, ensuring standardized records.	
• Coordinated 30+ institutional events managing scheduling, task allocation and real time follow ups with administrative teams.	
HR Team Leader Intern, GAOTek Inc, New York (Remote)	Aug 2022- Nov 2022
• Led a 20 member HR intern team , conducting daily coordination and review meetings using Microsoft Teams .	
• Drove maximum candidate onboardings for consecutive weeks through structured task allocation & progress tracking.	

PROJECTS

Predictive Analytics on Financial Performance of EdTech Companies	Jan 2026
• Analyzed 100 EdTech companies using historical financial and operational data to build predictive models.	
• Developed interactive Power BI dashboards using Power Query to forecast future financial outcomes , supporting investment evaluation , business forecasting and strategic financial decision making .	
Leadership Research and Practice Context of Changes in World of Work, IIMA	Jun - Dec 2025
• Collected and analyzed data of 50 diverse companies to study organizational performance & firm level efficiency .	

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