

## Contact

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## Top Skills

Leadership

Team Coordination

Financial Analysis

# Muskan Bhatia

BMS | Finance & Accounts

Mumbai

## Summary

Highly energetic & passionate across Finance & Accounts, Financial Analysis, MIS Reporting and Consulting – I have consistently evolved my skills in recommending improvements in existing financial reporting, accounting systems, enhancing control mechanisms to drive positive business impact.

With my innovation-focused approach, I design innovative financial solutions. Putting my passion & skills to good use, I apply finance principles to current issues & trends and work towards resolving problems by evaluating key insights & problems

Creative thinker & self-starter are words that define me.

For further discussion, I can be reached at:

[muskanbhatia1205@gmail.com](mailto:muskanbhatia1205@gmail.com)

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## Experience

MRK Healthcare Pvt Ltd

Management Trainee Program

April 2019 - Present (1 year 5 months)

Mumbai Area, India

With MRK Healthcare Pvt. Ltd., I was recruited to manage a gamut of activities across MIS reporting and analysis. Throughout my association, I broadened my acumen in using tools such as tally and Microsoft Nav through various trainings. I was tasked to handle a gamut of activities entailing maintenance & reconciliation of bank accounts, creation & documentation of complex journal entries, managing payments to creditors and preparation of weekly cash outflow reports to aid the budgeting and forecasting process.

I interfaced with the import and export departments to conceptualize plans on import payments and prepare outstanding debtors & creditors reports to

evaluate variances. I also worked with cross-functional teams for stock taking exercises and subsequent reconciliations.

Some key highlights from this tenure:

- Leveraging my skill sets, I countered system related challenges on matching physical stock with the stock data in the system.
- I successfully executed a research project on the ratings of cash credit facility of the company by Crisil - understood the past ratings, trends and identified ways to boost ratings

### Deepak Fertilisers And Petrochemicals Corp. Ltd.

Management Trainee/ Finance Intern

March 2019 - April 2019 (2 months)

As a Finance Intern, I showcased strong acumen of the finance function across the corporate sector with an understanding of various Standard Operating Procedures. I was selected to execute several projects based on analyzing financial ratios & statements, writing off stocks, matching sales order using SAP & developing reports using Excel for the company & clients like Sun Pharmaceuticals and Lupin Limited.

### SHRIM IT Services Pvt. Ltd.

Marketing Intern

February 2019 - March 2019 (2 months)

As an Intern with SHRIM IT, I was tasked to visit various learning centres spread across Mumbai and analyse the marketing strategies of the courses offered. I delivered improvement solutions and provided recommendations on implementing various Digital Marketing techniques for ensuring marketing effectiveness and received multiple appreciations.

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## Education

Mithibai College of Arts Chauhan Institute of Science and A.J.

College of Commerce and Economics

Bachelor in Management Studies, Finance, General · (2016 - 2019)

Christ Church Girls Senior Sec. School

12th Standard · (2016)

Christ Church Girls Senior Sec. School

10th Standard · (2014)

