

Ankita Sinha

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INTERNSHIP

Jain Divya & CO.

Jul 2024

- **About:** Worked as an auditor at Jain Divya & Co., gaining hands-on experience in financial auditing, compliance, and report analysis under the guidance of a Chartered Accountant.
- **Learning Outcomes:**
 - Developed proficiency in analyzing financial records, identifying discrepancies, and implementing corrective measures to improve accuracy.
 - Enhanced understanding of tax regulations, statutory audits, and corporate compliance procedures, contributing to informed decision-making.
 - Strengthened teamwork and communication skills through effective client interactions and collaboration with senior auditors.
 - Cultivated problem-solving abilities by addressing client-specific challenges and proposing practical solutions.

Projects

Glad Bharat Foundation / Volunteer (Worked with an NGO)

Jul 2023

- Advocated for children's rights to both academic learning and proper nourishment, fostering a holistic approach to education.
- Collaborated with schools and local communities to create a supportive environment for underprivileged children.
- Developed project management skills by coordinating logistics for campaigns and community events.
- Enhanced communication and interpersonal skills through interactions with community members and stakeholders.
- Gained insights into the operations of non-profit organizations and the importance of community service in societal development.

Certifications

Certified Human Resources Manager Certificate

Apr 2023

V-skills

Certified Business Law Analyst Certificate

Apr 2023

V-skills

Building Creative Organizations Certificate

Jul 2023

LinkedIn Learning

Corporate Financial Statement Analysis Certificate

Nov 2023

LinkedIn Learning

Python-Powered Business Analytics

Sep 2024

STC on Bits n Bytes

Technical Skills

Technology: MS-Office, MS-Excel, PowerPoint, Tally, MS-power BI, Python

OS: Window, Mac

Skills: Negotiation, Adaptability, Account management, Sales Strategy, Lead Generation

Education

Lovely Professional University Punjab

2022 – 2025

Bachelor of Business Administration — CGPA: 6.8

Jalandhar, Punjab

Sardar Patel College

2020 – 2022

12th with Science — Percentage: 62%

Nalanda, Bihar

Sabarmati Gyan Niketan School

2019 – 2020

10th with Science — Percentage: 69%

Nalanda, Bihar