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# Jasmeet Kaur Arora

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8770661808 | jasmeetkr8028@gmail.com

**in** [https://www.linkedin.com/in/jasmeet-kaur-arora-a88ab6230?](https://www.linkedin.com/in/jasmeet-kaur-arora-a88ab6230?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app)  
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## OBJECTIVE

Dedicated and detail-oriented Master's of Management Studies student with a specialization in Finance, seeking opportunities to leverage academic knowledge and practical experience gained through internships in Finance Operations. Eager to contribute skills in process optimization, project management, and financial analysis to a dynamic and growth-oriented organization.

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## EDUCATION

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| 2024 | <ul style="list-style-type: none"><li>• <b>Guru Nanak Institute of Management Studies (GNIMS)</b><br/>Master's of Management Studies (MMS)/(MBA)<br/>Present</li></ul> |
| 2024 | <ul style="list-style-type: none"><li>• <b>Mumbai University</b><br/>Bachelor's of Management Studies (Finance)<br/>9.0 CGPI</li></ul>                                 |
| 2020 | <ul style="list-style-type: none"><li>• <b>St.Joseph's Convent School - CBSE</b><br/>High school<br/>12th - 87.6%</li></ul>  |

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## EXPERIENCE

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| March,2024 -<br>August,2024 | <ul style="list-style-type: none"><li>• <b>Operation Analyst - Intern</b><br/>Bayzat<ul style="list-style-type: none"><li>◦ Analyzed and processed insurance endorsement requests, ensuring accuracy and compliance with regulatory standards.</li><li>◦ Collaborated with underwriters and insurance carriers to facilitate smooth and efficient endorsement procedures.</li><li>◦ Coordinated with the customer support team to resolve endorsement-related issues, enhancing customer satisfaction.</li><li>◦ Participated in team meetings to discuss process improvements and share insights from data analysis.</li></ul></li></ul>   |
| July,2023 -<br>March,2024   | <ul style="list-style-type: none"><li>• <b>Operations and E-commerce Intern</b><br/>Carorbis<ul style="list-style-type: none"><li>◦ Optimized operational processes through collaborative efforts, achieving a increase in overall efficiency.</li><li>◦ Executed e-commerce strategies, overseeing website updates and contributing to a growth in online sales.</li><li>◦ Conducted data analysis using tools to identify trends and enhance decision-making.</li><li>◦ Addressed customer inquiries, contributing to an enhanced overall customer experience.</li><li>◦ Engaged in cross-functional collaboration, providing valuable insights for process enhancements.</li><li>◦ Developed and presented regular reports and presentations summarizing key performance metrics.</li><li>◦ Participated in inventory audits, implementing measures to minimize stock discrepancies and optimize inventory turnover.</li><li>◦ Managed customer inquiries and concerns, demonstrating strong communication skills and ensuring high levels of customer satisfaction.</li></ul></li></ul> |
| Oct, 2022 - July,<br>2023   | <ul style="list-style-type: none"><li>• <b>Operations intern</b><br/>2am by Anjali and Meha<ul style="list-style-type: none"><li>◦ Assisted in the launch of new bag products, contributing to the design of efficient supply chain processes from sourcing materials to final product delivery.</li><li>◦ Played a pivotal role in managing inventory levels, ensuring optimal stock availability while minimizing excess inventory costs.</li><li>◦ Adapted quickly to the dynamic and evolving nature of a startup, showcasing resilience in handling various operational challenges.</li><li>◦ Contributed to the development and execution of marketing initiatives, aligning operational efforts with overall business goals.</li><li>◦ Worked on improving order fulfillment processes, enhancing the overall customer experience and satisfaction.</li></ul></li></ul>  |

## SKILLS

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- Operations Management
- Project Coordination
- Effective Communication
- Continuous Learning
- Financial Analysis

## PROJECTS

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- **2am - Lil Flea**
  - Managed the inventory and worked overtime to process the orders
  - Supervised the event from start to end using effective crowd method
  - Negotiated with vendors and supply chain partners to reduce and maintain the cost
  - Maintained the accounts at the day end and reported the figures.
  - Kept record of data for inventory and orders on Excel
  - Executed a successful market expansion plan at Lil Flea events, enhancing brand visibility and attracting increased foot traffic through collaborative display designs with the marketing team.
- **Mahindra and Mahindra**
  - Completed data entry tasks for a specific project, ensuring accuracy and efficiency.
  - Organized and managed large volumes of data within tight deadlines.
  - Utilized data management software to update and maintain project-related information.

## ACHIEVEMENTS & AWARDS

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- College Feast Anchor: Hosted and anchored multiple events at college feasts, demonstrating strong communication and organizational skills.
- NSE Debate Competition Achievement: Secured first place in the NSE (National Stock Exchange) debate competition, showcasing expertise in discussing the topic of "Financial Freedom of Speech."
- National Voters Day Poster Making Success: Achieved first place in the National Voters Day poster-making competition, showcasing creativity and artistic skills while promoting civic engagement.

## INTERESTS

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- Fine Arts
- Adventure Exploration
- Confectionery Crafting

## ACTIVITIES

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- Industrial Exposure: Conducted insightful visits to prominent establishments including the Jaipur Dainik Bhaskar print media, gaining firsthand knowledge of print journalism practices. Toured the Jaipur Dairy milk factory, acquiring valuable insights into the dairy production process.
- Professional Development: Participated in Intragroom sessions, enhancing interpersonal skills and professional acumen. Public Speaking and Personality Development: Dedicated over 30 hours to an intensive program on public speaking and personality development, refining communication skills and overall persona.
- Webinar Engagements: Facilitated a webinar organized by BSE on "How to be a Wise Consumer and Smart Investor," demonstrating organizational and coordination skills. Orchestrated a webinar organized by the Indian Center for Plastics in the Environment on "World of Plastics," highlighting environmental awareness and sustainability perspectives.

## LANGUAGES

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- Hindi ( Professional level)
- English ( Professional level )
- Germany ( Intermediate level)