

# Nikita Singh

## FINANCE

Ambitious, detail-oriented, eager to contribute towards the building of a strong team. Adapt quickly to challenges and changing environments. Knowledge and understanding of various finance tools.

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## EXPERIENCE

### Finance

#### Bank Of India May 2023 - July 2023

- Oversee the daily operations of the accounting department including accounts payable/receivable.
- Supported senior staff members in daily operations and ensured all requirements were met.
- Managed payment procedures, including invoice creation, payment scheduling, and processing of expenditures through bill payments, deposits, and wire transfers.
- Processed, recorded, reviewed, and reconciled a diverse range of financial transactions across multiple accounts.

### Sales

#### Mozo Hunt Apr 2023 - Sept 2023

- Prepared and presented company quarterly, monthly and annual financial information to management. Performed reviews of various financial statements to identify financial reporting issues and drove resolution these issues through discussion with other colleagues and senior members.
- Worked closely with other finance department people to ensure proper data flow and accurate information among the teams.
- Generated revenue of over 10 k by working with the customer partners and providing them proper solutions.

## EDUCATION

PGDM (Finance)	ITM Business School	Jun 2022 - Apr 2024
B.COM	Ravenshaw University, Cuttack Odisha	Jun 2019 - Sep 2021
XII(CHSE)	J. K. B. K Govt college, Cuttack, Odisha	Mar 2018
X(CBSE)	Sri. Satya Sai school	Apr 2016

## PROJECTS

### DRZYASHAKTI TRUST

#### NGO Dec 2023

- Managed the digital media team while overseeing the social media accounts. Produced marketing flyers and posters using canva software.
- Recorded sessions with disabled students to create social awareness.
- Organized Fundraisers for the trust so that the disabled students can be helped using social media as well as through people and organizations.

## SKILLS

- Financial analysis
- Risk management
- MS-Office
- Data analysis
- Financial modeling
- Reporting and documentation

## LANGUAGES

English , Hindi , Odia

## AWARDS

### ITM University

- Course coordinator of operations and career management. Member of finance forum, entrepreneurship, rotary club. Volunteered for an E-cell and connected with 10+ Entrepreneurs.

### High School and College

- Head leader of events.
- House captain of the school