

# Vanshikha Pandey

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## SUMMARY

I am a motivated and adaptable professional with experience in content creation, data analysis, and financial operations. I seek opportunities to contribute, learn, and grow while making a meaningful impact in a dynamic organization.

## EDUCATION

### Bachelors in Management Studies- International Finance with CGMA-UK

Jain University • Bengaluru, India • 2024 • 7.19

### Class 12- Central Board of Secondary Education

Valley View School • Jamshedpur • 2021 • 72 %

### Class 10- Indian Certificate of Secondary Education

Hill Top School • Jamshedpur • 2019 • 78 %

## EXPERIENCE

### Financial Analyst Intern

Brillio

October 2024 - March 2025, Bengaluru

- Managed invoicing and payment tracking for **50+ transactions per month**, ensuring **95%+ on-time collections** and minimizing outstanding payments.
- Reconciled **hundreds of financial entries**, improving accuracy in **monthly financial reporting** and reducing discrepancies.
- Assisted in budget planning by optimizing **10+ cost centers**, identifying areas to reduce expenses and enhance resource allocation.
- Analyzed **quarterly financial reports**, providing data-driven insights that improved cost efficiencies.
- Automated financial reporting and reconciliation using NetSuite, reducing manual efforts by **30%** and increasing operational efficiency.

### Management Trainee

Ecoyan Electric Motor Vehicles Pvt. Ltd.

May 2024 - August 2024, Bengaluru

- Created and managed **20+ website articles and blog posts**, improving content engagement and brand visibility.
- Optimized blog publication processes using Google Sheets, reducing scheduling errors by **30%** and ensuring timely updates.
- Supported business operations and marketing by assisting in **5+ campaigns** through research and execution.
- Assisted in investor relations by preparing key communication materials, contributing to **two new stakeholder partnerships**.

### Data Analyst Intern

Boomitra- Utilities Industry Client

December 2022 - May 2023, Bengaluru

- Conducted analysis of Sustainable Development Goals (SDGs) for **10+ regions** across India and Mexico, compiling insights into reports for senior management.
- Researched and structured compliance data for environmental regulations in Mongolia and Namibia, improving accessibility for legal and operational teams.
- Coordinated with **5+ external representatives** to ensure alignment with project validation requirements.

## SKILLS

- **Technical Skills:** M.S. Word, Excel, PowerPoint
- **Financial Tools:** Basic Knowledge of Tally | Basic Knowledge of SAP FICO | Ongoing Training in SAP FICO

## CERTIFICATIONS

### Credit Secrets for Entrepreneurs

LinkedIn Learning • 2024

### SAP FICO

CraneSoft Solution • 2024

### IoT Foundations: Standards and Ecosystems

LinkedIn Learning • 2023

### Cybersecurity Awareness: The Internet of Things (IoT)

LinkedIn Learning • 2023