

VERTIKA BHATIA

FEMALE, 22

MOBILE : +91 9170783473 E-MAIL ID : VERTIKABHATIA21@GMAIL.COM

EDUCATION

ACCA (Skill Level)	2022-24	Association of Chartered Certified Accountants	12/13 completed (Currently Pursuing)	
BCOM (hons)	2019-22	Sri Guru Gobind Singh College of Commerce, University of Delhi	9.2 CGPA	NA
ISC (Class XII)	2019	St. Dominic Savio College, Lucknow	97.5%	1 st Rank
ICSE (Class X)	2017	St. Dominic Savio College, Lucknow	96%	2 nd Rank

WORK- EXPERIENCE

Finance Associate, **Outbooks Outsourcing Pvt Ltd**, Gurugram

[Feb 2024 – Present]

• Finance Associate, **ZedPlus Accounting & Finance**, Remote

[June 2023 – Dec 2023]

- Verifying the accuracy of information input in FactFind by clients during the mortgage application process, through meticulous examination of submitted documents, and alerting brokers to any absent or incomplete documentation
- Initiating up-front valuations and informing lenders and brokers of Valex ID. ○ Securing favourable mortgage pricing by preparing and submitting pricing requests to lenders, assessing mortgage specifics, and negotiating prices.
- Facilitating on-time mortgage settlements by maintaining communication with lenders, valuer, and other involved parties.

• Operations Executive, **Callido Learning**, Remote

[July 2022 – May 2023]

Callido Learning- An Edtech company providing Junior MBA courses

- Working on company specific CRM software to resolve inbound and outbound queries
- Liaisoning with internal teams and external stakeholders to improve customer experience
- Developing operational metrics to improve efficiency ○ Training and leading new interns

INTERSHIP/S

• Intern, **Callido Learning**, Remote

[June 2021 – April 2022]

Callido Learning- An Edtech company providing Junior MBA courses

- Currently, **creating** and **managing Operations** including Schedule Preparation, Zoom Meetings Moderation & Class Management

• Summer Intern, **UNILARITY**, Remote

[July 2020-August 2020]

Unilarity- A leading information technology, consulting and business process services company

- Managed **Consulting division** of the firm. Activities included revamping media handles & client websites

- Intern, **UNI HUB**, Remote

[July 2020- October 2020]

Unihub- An Edtech Company o Worked as an **HR assistant**. Activities included recruitment, orientations & inductions **PROJECTS**

- **Green Nudges (Environmental Issues)- Conducted** various competitions, webinars and awareness programs on the four nudges as suggested by **UNEP**

ACADEMIC ACHIEVEMENTS AND AWARDS

- Awarded the **scholarship** by the Uttar Pradesh Government for excellence in Class XII
- Awarded for excellence in St. Dominic Savio College for Class X examination in 2017

POSITIONS OF RESPONSIBILITY

- **Vice President - [National Service Scheme (NSS)]** [June 2021 -July 2022]
 - o Managed a **team of 80 members** so as to achieve our goal of helping the society as well as our nation through community services.
 - o Have **organised and participated** in various cleanliness drives, awareness programs and food distribution drives.
- **Joint Secretary (Seminar Committee, SGGSCC)** [July 2021-July 2022]
 - o Handling a team of 40 people to organize international and national conferences. o **Managed the 5th Biennial International Conference** on Technological Disruption in Finance
- **House Captain (St. Dominic Savio College)** [July 2018- May 2019] o
 - Organised and **managed** inter-house competitions.

EXTRA -CURRICULAR ACTIVITIES AND ACHIEVEMENTS

- **FINTECH-** Learned key details about cryptocurrency, machine learning, AI etc.
- **URJA: The Department of Commerce-** Being a member, handled website blogs, monthly newsletter. **Event Coordinator** at The Annual Fest-Achiever's United
- **Entrepreneurship Development Cell-** While being a former member, **worked at content, research** and creative departments.
- Worked as a part of **organizing team** for the **NAAC Visit**