nawazish28@gmail.com ≥≤ 8010342291 □

House No. 169, Sector 14, Vasundhara, Ghaziabad, UP - 201012, India

To secure an entry level position in a progressive organization that provides ample opportunities to develop and use my skills for growth in the finance vertical.

EDUCATION

Master of Business Administration

Christ (Deemed to be University)

07/2019 - 03/2021 Ghaziabad, UP

Bachelor of Commerce (Honours)

Jamia Millia Islamia, New Delhi

07/2013 - 05/2016 Delhi

Senior School Exam (XII)

Delhi Public School Ghaziabad Vasundhara

04/2012 - 05/2013 Ghaziabad, UP

– Courses

- Commerce

Secondary School (X)

Delhi Public School Ghaziabad Vasundhara

04/2010 - 05/2011 Ghaziabad, UP

SKILLS

MS Office, Tally.ERP 9

CERTIFICATES

AIMA Business Simulation (National Level) (11/2019)

All India - 7th Rank in AIMA Business Simulation (National Level)

Advanced Excel (09/2019 - 01/2020)

Certification Course from Moody Analytics and EduEdgePro

LANGUAGES

English, Hindi, Urdu Full Professional Proficiency

WORK EXPERIENCE

Transaction Advisory

Plutus Business Advisory

05/2020 - 06/2020

- Achievements/Tasks
- Investment Decisions on the basis of Commercial Potential Scope
- Analysis of different types of Investors available for Investment

HR Trainee

Policy Bazaar

02/2019 - 05/2019

Gurgaon, Haryana

- Achievements/Tasks
- Induction Team
- Joining formalities of new candidates

Article Assistant

Satish Aggarwal & Associates

02/2017 - 12/2017

Achievements/Tasks

- Delhi
- Statutory Audit Three D Integrated Solutions Ltd., PCI Ltd., Nirmal Cars Pvt. Ltd., Kalpana Sarees, Marim International, Sewa Bharat (NGO)
- Stock Audit Kalpana Sarees
- Filings Income Tax Returns, Tax Audit Returns