



Vishakha Chaudhry

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(Haryana)

PROFILE

A learner and versatile individual with strong ability to take charge of responsibilities provided. Seeking a job opportunity in the area of management and commerce to gain exposure and widen my knowledge in this field. Being an enthusiastic person I would be committed to all my duties and responsibilities towards the company. Ambitious and looking forward to serve the company and add significant value to the business.

EDUCATION

MASTER'S OF BUSINESS ADMINISTRATION

Amity Global Business School, Chandigarh 2017-2019
CGPA: 8.79 (till III sem, IV sem result awaited)

BACHELOR'S OF BUSINESS ADMINISTRATION

Amity Global Business School, Chandigarh 2014-2017
CGPA-I: 9.44
CGPA-II: 9.30
CGPA- III: 9.50

SENIOR SCHOOL EXAMINATION

Bhavan Vidyalaya, Panchkula 2012-2014
Pass Percentage: 80.2% (COMMERCE)

SENIOR SECONDARY EXAMINATION

Bhavan Vidyalaya, Panchkula 2010-2012
CGPA: 8.6

WORK EXPERIENCE

COMPETENT FINMAN PVT. LTD.

Finance Trainee May 2018-July 2018
The company helped me to get an insight in the capital market and various varied dealings of the same. As a fresher I got an opportunity to look into the sale and purchase of various instruments of the capital market. I had undertook a special write-up for the company on the management of CKYC of the financial institutions. For the project I learnt the entire functioning of the software both theoretically and practically. The write-up was an entire outline of all the procedures and methodologies of the CKYC portal. Further many responsibilities were being undertaken like dematerialisation of shares, Deemat Account, Reemat, MCX, Trading and many more.

THE LALIT, CHANDIGARH

Finance Trainee

May 2016-July 2016

Attained knowledge on usage of different Financial softwares, Financial statements, Accounting tools, Accountancy reports, Handling book keeping, Managing AR & AP, Cash Handling and dealing with uncertainties in Accountancy. During the time period, the project undertaken was on the revenue generating activities in the hotel as a whole and the overall utilisation and distribution of the same. The project went on to help me research a lot on the Accounts Receivables part of the hotel and the working mechanism of it as a whole.

PERSONALITY TRAITS

- Good Written & Verbal Communication Skills
- Leadership Qualities
- High Adaptability
- Quick Learner & Keen Observer
- Positive Attitude
- High People Skills
- Self Motivated
- Punctual

PROJECTS UNDERTAKEN

- Dissertation Report on Responsibility Accounting (MBA)
- Summer Internship Project undertaken at Amity Global Business School while working with Competent Finman titled "Impact of Macroeconomic Variables on Mutual Funds".(MBA)
- Fundamental Project on Financial, Ratios, Market and Technical Analysis of three Non- Banking Financial Companies in India. (MBA)
- Created a write-up for Competent Finman Pvt. Ltd. on "CKYC procedures". (MBA)
- Internship Project undertaken at Amity Global Business School while working with The Lalit titled "Various revenue generating activities in Hospitality Industry". (BBA)
- Summer Project on "ERP software". (BBA)
- Finance Project on manually formulating ratios of Glaxo Smith Kaline. (BBA)

ACHIEVEMENTS

- Part of Placement Cell at Amity Global Business School, Chandigarh.
- Awarded best summer project in MBA.
- Gold Medal in academics in Bachelor's of Business Administration.