

Akhil Saxena



SUMMARY

Despite being novice. I'm passionate about financial management. My main strengths are that I'm competent by nature and want to finish projects ahead of schedule for effectiveness. I'm passionate about the financial markets and wish to expand my knowledge there. My important traits include devotion towards organization, coworkers & superiors, punctuality, and a commitment towards hard work.



Experiences

Data entry Operator | Trainee | 09/2023 – 11/2023 | Greenpanel Industries LTD, Rudrapur.

- Entering information: in charge of entering different kinds of data into computer programs. contain financial records, client information, numerical and alphabetic data, and more.
- Reviewing Data for errors: Preserving data integrity, verifying for any potential mistakes, and carrying out quality checks.
- Resolving Discrepancies: Identifying and resolving discrepancies in data and ensuring accurate and reliable information.
- Understanding Industry terminology.

Business Development Intern | 12/2022-02/2023 | Across the Globe (ATG), Bangalore.

- Reached out to potential customers using excellent sales techniques to secure leads.
- Harnessed rapport building skills to cultivate strong client relationships.
- Attended regular training and meetings to gain knowledge of business updates, market trends and other important developments.



Education

• KUMAUN UNIVERSITY, NAINITAL bachelor's in commerce (Hons.), 2022

• Dissertation in Financial Management and Accounting.

Percentage: - 76%

• Saraf Public School - Khatima, UT | Senior Secondary Commerce, 2019

• Member of Cabinet Team

Percentage: - 67.8% (Commerce)

• Saraf Public School - Khatima, UT | Secondary General, 2017

CGPA: - 7.8



Skills

Hard skills: -

- MS Excel
- MS Word, MS PowerPoint.
- Accounting / analysis.
- Financial Modeling and Analysis Basics
- Tally Basics

Soft Skills: -

- Communication and Rapport building.
- Strong observational skills.
- Analytical Communication.
- Deadline Awareness.



Certifications: -

• CCC, NIELIT

Oct 2020-Mar 2021

CERTIFICATE NO.- HDD52A29D7033912

• Marketing & Finance Internship, MBA HUB

Internship completion certificate

July 15th, 2022

Reference ID-KTO3443151519

• Marketing & Finance Internship, MBA HUB Leadership Certificate

June 30th, 2022

Reference ID-KTO375198D

• The Complete Financial Analyst Course 2023

Instructors: **360careers**

April 6th, 2023

Certificate no: UC-1d027848-4f08-4319-b57e-6b44958944ca

Certificate url: ude.my/UC-1d027848-4f08-4319-b57e-6b44958944ca

Reference Number: 0004

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262308

DOB: - 2000/12/09

Marital Status: Single

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