

ANIKET SHRIVASTAVA

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EDUCATION

NMIMS (Narsee Monjee Institute of Management Studies)

M.B.A in Finance (2021-2023)

C.C.S (Chaudhary Charan Singh University)

B.A (2016-2019)

Maharishi Vidya Mandir

12th (PCM) (2015-2016)

EXPERIENCE

National Commission for Protection of Child Rights

Data and Compliance Executive (Feb 2020- Dec 2023)

- Proficiently performed data entry tasks using Microsoft Excel, including data input, manipulation, and validation
- Utilized Excel functions such as Vlookup, pivot table, power query and Conditional formatting to organize and analyze data effectively
- Conducted data cleaning and formatting tasks using Power Query to ensure data accuracy and consistency
- Generated reports and charts in Excel to visualize data trends and present findings to stakeholders
- Created and formatted monthly reports using MS Word, incorporating data visualization elements for enhanced readability

CERTIFICATIONS

- Certification in Excel – Mother of Business Intelligence from Codebasics
- Certification Course in Financial Modelling and Valuation from Wallstreet School

TECHNICAL SKILLS

- Financial Statement Analysis: - Balance Sheets, P&L Statements, Cash Flows Statements
- Financial Modelling, Valuations, Ratios etc.
- Advance Excel for Ledger Scrutiny, Data Analysis, Trend Analysis etc.
- MS Word and PPT for drafting of reports, proposals, presentations etc.
- Power BI – Power BI Desktop
- Market Research and Data Analysis

STRENGTH

- Attention to detail
- Problem Solving
- Leadership Skills
- Quantitative research
- Ability to work in team

PROJECT

Revenue Insights in Hospitality domain (Excel)

- Atliq Grands noticed a loss in their market share and revenue over a few months. To understand the cause of this loss, they needed a way to analyze this. I created a dashboard in Excel using three months data. This could help in regaining their revenue and market share by 20% in the next month.