


ADITI DALAVYA (Finance Executive)		
Name : Aditi Dalavya		
Email Id: aditisharma4566@gmail.com		
Contact No: +91 8923637118		
Address: Sector 15 Noida, Uttar Pradesh 201301		
Date of Birth: 17th March 2002		
Languages Known: English, Hindi		
ACADEMICS		
B.com(Hons) Finance (Year of completion 2022)	Vivek College of Education (Bijnor)	75%
CBSE XII (Year of completion 2019)	Parker Public Senior Secondary School (Bijnor)	70%
CBSE X(Year of completion 2017)	Parker Public Senior Secondary School (Bijnor)	89%
EXPERIENCE		
7H Studios Pvt Ltd (As an Admin and Finance Executive) Feb 2023		1 Year
Careercritics (As an Education Counselor) Sep 2022		5 Months
ROLE AND RESPONSIBILITIES		
<p>* I have a diverse professional background, beginning with a stint as an education counselor for 5 months, followed by my current role as an Admin and Finance Executive at 7h Studios Pvt Ltd, where I have gained valuable experience in finance over the course of a year.</p>		
<p>* In my current position, I am entrusted with a range of responsibilities crucial to the smooth functioning of the finance department. These include handling and managing day-to- day expenses, recording every financial entry in the books of accounts, and ensuring accurate and timely invoicing against clients.</p>		
<p>* I am also tasked with following up with clients regarding outstanding payments, thereby maintaining healthy financial relationships.</p>		
<p>* My role involves handling GST filings, maintaining bank statements, and overseeing financial consolidation efforts. I am also proficient in conducting rate analysis, facilitating the creation of purchase orders with vendors, and managing employee reimbursement processes on a monthly basis.</p>		
ACADEMIC ACHIEVEMENTS AND AWARDS		
* Awarded 50% scholarship for excellence in academics from Vivek College of Education.		
* Awarded 50% scholarship for excellence performance in class 10th from Parker Public senior secondary school.		
* Received proficiency (90% marks) in 2 subjects (Business, Accounting) in 11th standard at Parker Public School.		
SKILLS		
MS Excel		
Accounting		
Invoice Processing		
Purchase Order		
Financial Consolidation		
GST Filing		
Proficient in fostering positive client relationships through effective communication strategies, including regular follow-up calls to ensure timely payment and address any concerns or inquiries.		

<u>CERTIFICATION</u>
Certified with Tally ERP9
<u>EXTRA-CURRICULAR ACTIVITIES AND ACHIEVEMENTS</u>
* College had organized an event for b com students me and my team participated and won that event.
EVENT - Enactment for social media
* I got certificate of merit for class 10th from Hindustan education associate with IIMT Aligarh
* Engaged in various co-curricular activities during schooling, including participation in debate and speech competitions.
* Actively competed in badminton tournaments, demonstrating a commitment to physical activity and sportsmanship.
* Recognized by college faculty as a dependable volunteer for organizing and assisting in events, showcasing leadership and organizational skills.
* Lead a team of 15 members to formulate and implement college process changes
* Won various Badminton tournaments in School
* I had the privilege of volunteering at a significant event hosted by GIZ at #THEPARKHOTEL in Delhi NCR, where I assumed the role of a supervisor and manager. The event was dedicated to exploring sustainable agriculture and food systems in India.
* I had the privilege of attending the World Environment Day event held on June 5th at IIT Delhi , where I played a leadership role as a volunteer , overseeing the management of the entire event. The highlight of the occasion was the presence of Mr. Nitin Gadkari , who graciously participated in presenting the Green Globe Awards for 2023 . I took on the responsibility of ensuring the smooth execution of all event activities.