

Rajat Bhardwaj

MBA Finance

[rajat-bhardwaj-linkedin](#) • 7974-086-474 • bhardwajrajat236@gmail.com

PROFESSIONAL EXPERIENCE

Taxwizers Consultant - Finance Intern

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May 2024 - Jul 2024

- Performed GST registration and reconciled purchase and sales invoices for GSTR-1 filing on monthly and quarterly basis.
- Get acquainted with 3 important tools Tally Prime (Sales, Purchase, Bank Reconciliation, TDS), Spectrum (ITR filing) and Advance Excel (Balance Sheet, Profit and Loss Statement, GST Computation).
- Filed Income Tax returns of 40+ clients including ITR1, 2, 3 and 4, and generated more than 2 lakhs in revenue for the firm and also learned various sections of Income Tax and their provisions.
- Prepared 50+ E-invoices and E-way bills using respective portals and also done MSME registrations.

Sanwariya Construction - Finance Administrator

Jan 2022 - Apr 2023

- Responsible for keeping record of the income and expenses of the company by properly maintaining the ledgers on book and on excel.
- Prepared purchase orders and processed payments of the vendors while maintaining the cash flow at sustainable levels.
- Filed 10+ government tenders for construction projects such as roads, schools, buildings, etc.
- Designed the blueprint for the in-house management software worth 2.5 lakhs and supervised its entire development.

PROJECTS

Asaan Kaam - WhatsApp Chatbot

- Designed and built the WhatsApp bot from scratch by using Meta WhatsApp API and BotPenguin, a third-party platform to build the bot.
- The Bot helped people find contact with daily service providers such as electricians, plumbers, carpenters, etc.

Data Analysis Using Advance Excel

- Performed data analysis on Retail Transaction Data of 100,000 users. Conducted descriptive analysis, implemented pivot table and created dashboard.

Built Financial Dashboard on Tableau

- Build an interactive dashboard of stock market returns using tableau tools such as joins, parameters, filters, etc.

EDUCATION

	DEGREE	CGPA	PLACE	YEAR
IITM	MBA Finance	8.65	Gwalior	Jul 2023 - May 2025
Tulas Institute	BBA Finance	8.13	Dehradun	Aug 2018 - Nov 2021

SKILLS

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|----------------------|----------------------|-------------------|----------------------|
| • Financial Analysis | • Python Programming | • Tally Prime | • Technical Analysis |
| • Financial Modeling | • Tableau | • Spectrum | • SPSS |
| • Advance Excel | • SQL | • Cash Management | • Bookkeeping |

CERTIFICATIONS

- Python and Statistics for Financial Analysis:** Used python libraries such as pandas, numpy, statsmodel, matplotlib.
- Private Equity and Venture Capital:** Learned fundamental concepts like scouting, advisory, deal-making, valuation.
- Behavioral Finance:** Understood the biases and heuristics that affect financial decision making of investors.
- Financial Statement using Microsoft Excel:** Applied excel tools such as, Conditional Formatting, Pivot table, etc.
- Discounted Cash Flow Modeling:** Developed understanding of NPV, IRR, WACC, Beta, Financial Analysis and Forecasting.
- Google Data Analytics:** Grasped key concepts involved in data analytics including data exploration, cleaning, analysis, visualization, and data presentation.