



Vaibhav Beria (Preferable Location NCR/Mumbai)

(MBA - Finance)

👤 Career Objective

A motivated MBA Finance graduate with proficiency in Excel and **1 year of internship** experience in NBFC and accounting firms. Seeking to leverage my analytical skills and practical experience to contribute to financial analysis, planning, and strategy development in a dynamic organization.

📁 Internship History

Choice Finserv Pvt Ltd – Finance Intern (Sep 23 to Mar 24)

Loan Disbursement Sheets and UTR Record update

- Prepared detailed **loan disbursement** sheets in compliance with regulations.
- Ensured all loan disbursement sheets were accurate and complied with regulatory standards.
- Updated **UTR records** promptly and accurately, streamlining the process and reducing errors by 20%.

Financial Data Analysis:

- Utilized **advanced Excel skills**, including pivot tables, for efficient financial data analysis.
- Created detailed financial reports that **assisted middle management** in decision-making processes.

EMI Payment Management:

- Managed and confirmed **EMI payments, ensuring accuracy** and timeliness, improving payment process efficiency.
- Ensured all **payment confirmations** were correctly recorded in the system.

Documentation Management:

- Organized and maintained **payment files** for quick and easy access.
- Implemented a new filing system that reduced document **retrieval time by 30%**.

Prajapat Todi & Co. - Finance Intern (Apr 24 to Jun 24)

Financial Record Management:

- Managed receipt and payment records using BUSY accounting software.
- Ensured all financial transactions were accurately recorded and reconciled with bank statements.

Sales and Purchase Journals:

- Recorded **sales and purchases** in journals for accurate financial tracking.
- Improved journal accuracy, **reducing discrepancies**.

Financial Transaction Management:

- Proficient in **utilizing accounting software** for efficient financial management.
- Automated several transaction processes, **saving 10 hours of manual work** per month.

Contact Details

+91 8619405368

beria.vaibhav@gmail.com

Education

MBA (Finance – 9.06 CGPA) – 2024

(Rajasthan Technical University)

BCom. – 2022

Technical Skills

Microsoft Excel, Microsoft Word, Busy Accounting Software, Fin. Management, Accounts & Finance, E-way Bill applications

Activities and awards

- Awarded **2nd Rank** at Agarwal Samaj function for academic excellence.

- **2nd Runner-up** in a cricket tournament, demonstrating teamwork and leadership skills.

Hobbies/Interest/Others

Cricket, Music, and travel

DOB: 28 Dec, 2001

College Projects and Assignments

- Detailed Study of E Banking and its Potential risks.

- Financial System Institutions and Instruments

-Pivot Table and it's usage In Business

- Advance excel and its implication on data analysis