

Deepti Yadav

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DAVV

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Location : Indore



Objective

Aim to build a successful finance career by applying my data analysis skills and financial knowledge to make strategic decisions, improve performance, and support organizational growth.

Education (Follow the order from the highest qualification to school certification)

2023 to 2025	Master of Business Administration (Management Science) 2 years International Institute of Professional Studies DAVV	7.57 CGPA
2020 to 2023	Bachelor of Business Administration Shri Cloth Market Institute of Professional Studies DAVV	77.64%
2019 to 2020	Senior Secondary Examination - Class XII Shri Bal Vinay Mandir CBSE	90.4%
2017 to 2018	Higher Secondary Examination - Class X Shri Bal Vinay Mandir CBSE	77%

Summer Internship/ Industrial Training

GPA AND CO. (CA Firm)

Taxation Intern

Duration: May 2024 to July 2024

- Prepared and filed income tax and GST returns using CompuTax and ClearTax, ensuring accuracy and compliance.
- Completed regular accounting tasks on time, maintained records using Tally Prime and MS Excel, and conducted data analysis and reporting.
- Actively supported the RoC process by managing GST registration, Director's KYC forms, DSC registration, and related tasks.
- Contributed to outreach and client coordination efforts, ensuring smooth task completion and supporting the firm's development activities.

SmartAnts Accounting (OPC) Pvt. Ltd.

Accounting Intern

Duration: Oct 2023 to Jan 2024

- Handled monthly accounting, vouching and verification and GST return filing of various clients with the help of Tally and Zoho Books.
- Maintained and compared financial data, enhancing accuracy, attention to detail, and task efficiency.

PlanHash Digital Pvt Ltd.

Business Research Intern

Duration: Aug 2023 to Sep 2023

- Conducted geographic research and analysis.
- Created visual content through PowerPoint and Canva for presentation purposes.

Projects and Workshops

- Completed the "Excel Skills for Business Job Simulation" by Goldman Sachs, enhancing my Excel skills, data analysis, and visualization. Gained practical experience in forecasting and creating reports in Excel.
- Completed Google's 45-hour Digital Marketing training, improving my understanding of SEO, SEM, social media marketing, and digital tools.
- Attended a 4-day workshop on Universal Human Values, gaining insights into ethical living, compassion, and integrity, improving my personal and professional growth.

Accomplishments

- Achieved the highest academic standing in my school in the 11th and 12th grades.
- Part of the student council in my 12th standard where I assisted in organizing and managing various school and Inter-school level events, competitions, and cultural activities.
- Secured 92.8 percentile in Symbiosis National Aptitude Test 2022.

Skill Set and Interests

- Taxation : Income Tax Return (ITR) and GST
- MS Office
- Tally Prime
- Zoho Books
- MySQL
- Effective Communication
- Time Management

DECLARATION:

I hereby declare that the details provided by me in this resume are correct and I have knowingly not omitted/ misrepresented any information. I am aware that the company can use this data for verification purposes and any material inconsistency identified between the details shared above versus actual information would have a bearing on my employment, based upon company policies.

Date: _____

Time: _____

Place: _____

Signature: _____