

# Avi Passi

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Motivated BBA graduate with hands-on experience in accounting and growth marketing through internships. Skilled in data analysis, financial reporting, and team collaboration. Eager to apply knowledge and gain further experience in dynamic business environment.

## Experience

08/2023 TO 09/2023

**Account Intern | Prominent Engitech Private limited | New Delhi, India**

Maintained daily accounts under the direction of the accounts officer. Prepared and issued customer invoices, monitored receivables, and managed the collection process. Tracked and recorded company expenses to ensure compliance with budget guidelines. Performed timely general ledger reconciliations. Provided high-quality administrative support to ensure smooth and efficient accounting operations.

01/2024 TO 03/2024

**Growth and Fellowship Intern | Inside IIM KAMPUS | INDIA**

Showcased remarkable dedication, actively engaging in hands-on experience and contributing positively to the team. Assisted with task related to market research, identifying growth opportunity, supported sales and marketing team, helped in analysing data to inform strategic decisions.

## Skills

• Data entry • Bookkeeping • Team player • Communication • Conflict management • Public speaking • General Management • Adaptability • Quick Learner • Attention to detail • Critical Thinking • Marketing

## Education

JULY 2024

**Bachelor of Business Administration | GGSIPU | New Delhi, India Relevant coursework:**

Introduction to marketing Business

Management

Financial Accounting

Human resource management

**8.11 CGPA**

## Certifications

- Productions and operations management (IIT ROORKIE)
- Principles of management (IIT ROORKIE)