

# Vinita Sharma

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## SUMMARY:

MBA graduate specialising in Finance and HR with more than 2 years of professional accounting experience and a 4-month internship under a Chartered Accountant. Proficient in Tally ERP with extensive knowledge of Oracle ERP systems. Skilled in planning and coordinating complex financial requirements, training finance professionals, and ensuring compliance with organizational systems and processes. Demonstrates expertise in enhancing financial operations and driving efficiency in financial management.

## KEY COMPETENCIES

- Tally ERP
- Oracle ERP Systems
- Financial Analysis and Reporting
- Perseverance
- Auditing and Compliance
- Communication and Interpersonal Skills
- Adaptability
- Data Management and Organization
- Microsoft Office Suite (Excel, Word, PowerPoint)

## PROFESSIONAL EXPERIENCE

### Accounting Intern

01/2024 - 04/2024

#### Agrawal Aayush & Associates , Pipariya, M.P

- Assisted in preparing financial statements and reports for clients.
- Took part in auditing procedures to confirm regulatory compliance and the accuracy of financial records.
- Kept well-organized financial records and entered data.
- Collaborated with senior accountants to analyze financial data and prepare recommendations for clients.
- Helped clients with the setup of accounting software and gave them training.

### Junior Accountant

10/2021 - 05/2023

#### Aakrati sales, pipariya, M.P

- Tally ERP 9 was used to manage the general ledger, accounts payable, accounts receivable, fixed assets, and cash management.
- During month-end and year-end closings, strict data validation procedures were put in place to ensure IFRS compliance and reduce inconsistencies by 15%.
- Developed and facilitated Tally ERP training sessions for finance professionals, enhancing team proficiency and operational efficiency.
- Made ensuring that Oracle Finance modules were closed on time, adhering to the monthly timetable and financial accounting regulations.

## CERTIFICATION

- JP Morgan Chase Investment Banking Job Simulation program on forage
- Industry Readiness program in Banking & Insurance by NSE
- Introduction to Data Analysis using Excel
- Financial modelling by corporate finance institute

## EDUCATION

### Masters of Business Administration (2022 - 2024)

- Major: Finance
- IPS Academy , Indore
- CPGA : 7.5 / 10

### Beersheba International School (2016 - 2018)

- 12th , commerce
- CGPA : 7 / 10

### Bachelors of Business Administration (2019 - 2022)

- Major: Finance
- Acropolis Institute of Management & Research Studies, Indore
- CPGA : 7.5 / 10

## HOBBIES

- Sketching
- Volleyball
- Travelling

## LANGUAGES

- English
- Hindi

## DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and belief.