

Deepa Deepak Kumar Sinha

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PROFESSIONAL SUMMARY

Results-driven and highly motivated Commerce graduate with hands-on back-office processing and financial analysis experience. Proven capability in evaluating credit profiles, auditing financial data, and executing cross-functional operations within fast-paced compliance frameworks. Strong analytical toolkit augmented by certifications in data visualization and business automation. Committed to contributing data precision and efficient pipeline workflows to dynamic corporate operations.

CORE COMPETENCIES & SKILLS

Financial & Analytical: Corporate Accounting, Credit Underwriting, Financial Statements Auditing

Technical Tools: Advanced Excel, Power BI Basics, Tally ERP, MS CIT

Operational Strengths: Data Pipeline Management, Back-Office Data Verification

Leadership & Comm: Team Leadership, Client & Vendor Email Coordination

PROFESSIONAL EXPERIENCE

VAK REPORTS

Mumbai, MH

Credit Underwriter

April 2025 – November 2025

- Client Coordination & Email Communication:** Managed high-priority communications as the key operational point of contact for applicant inquiries; successfully streamlined validation protocols via professional email correspondence to acquire outstanding documentations and resolve portfolio discrepancies.
- Data Management & Excel Proficiency:** Maintained ownership of extensive corporate back-office workflows with 100% data entry integrity; structured and cross-referenced analytical applicant profiles against regulatory compliance matrices using advanced Excel models.
- Administrative Operations:** Consolidated multi-tier operational pipelines by processing complex credit loan cases and auditing detailed financial accounts, mitigating operational risks and organizing structured databases for senior risk assessment officers.

EDUCATION

| Institution Name | Degree / Course | Status / Year | Marks |
|--|---|------------------|--------|
| Swami Vivekananda College of Arts, Science and Commerce (Autonomous) | Bachelor of Commerce (B.Com) | Completed (2026) | 76.36% |
| Shree Sanatan Dharam Vidyalaya and Junior College | Higher Secondary School Certificate (HSC) | 2023 | 86.93% |

| Institution Name | Degree / Course | Status / Year | Marks |
|---|------------------------------------|---------------|--------|
| Shree Sanatan Dharam Vidyalaya and Junior College | Secondary School Certificate (SSC) | 2021 | 84.45% |

PROFESSIONAL TRAINING & CERTIFICATIONS

Core Business & Analytical Certifications

- 3-Day Intensive Workshop on Power BI Basics (2026)
- AI-Driven Course & Basic Tools for Business Admin (2026)
- Advanced Tally & MS CIT Certificate – ID Computer Institute (2021)
- Employability Skills & Placement Training – TNS India Foundation (2026)
- Career Readiness Certification – Magic Bus India Foundation (2024)

Other Training & Foundational Skills

- Principles of Construction – NPTEL (2025)
- Web Development Training (Beginner Level) (2025)
- 8-Week Workshop on Yoga and Ayurvedic Practice (2026)

LEADERSHIP & KEY ACHIEVEMENTS

- **Academic Leadership:** Selected as multi-term Group Leader across 3 consecutive academic semesters, orchestrating and assigning goals for project teams composed of 3-4 undergraduate peers (2023-2025).
- **Institutional Research:** Completed an institutional analytical framework study mapping compliance, historical management, and archiving standards at the Chhatrapati Shivaji Maharaj Museum (2026).
- **Event Coordination & Security:** Appointed to the College Cultural Committee (Security Dept); successfully led on-site crowd containment strategies and administrative security compliance for flagship scale events (2023-2024).
- **Sports Excellence:** Recognized with 2 athletic medals for distinction in high school sports competitions.

VOLUNTEERING & COMMUNITY SERVICE

- **Akshara Event Management:** Orchestrated backend technical and logistical coordination across multi-day events, supporting organizational alignment and keeping workflows legally compliant (2023-2025).
- **National Service Scheme (NSS):** Completed a rigorous 7-day community-centered residential deployment camp and collaborated directly with professional social workers for the Akshara public social campaign (2023).
- **Community Education Volunteer:** Contributed dual-month instructional support cycles at Mangal NGO (teaching) and structured catalog databases for youth learning spaces at WNS Library / Pratham Education (2023-2024).
- **Sri Sathya Sai Organization:** Offered localized administrative assistance across public community welfare and social support programs (2024).

PERSONAL DETAILS

Date of Birth: 28th May 2005

Languages: English, Hindi, Marathi

Hobbies: Market Analysis, Reading

PROFESSIONAL REFERENCE

Dr. Sachin Bhandarkar – Assistant Professor

VES College of Arts, Science & Commerce (Autonomous) (*Academic Mentor*)

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