

# SHIVAM MISHRA

## Finance & Marketing



### CONTACT



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### ACADEMIC DETAILS

☐ **Master of Business Administration (MBA)**, Lloyd Institute of Technology and Management, Noida (2023-2025, Pursuing)

☐ **Bachelor of Commerce (B. Com)**, University of Lucknow, Lucknow (2020-2023)

### SOFT SKILLS

Collaborator | Team building | Communication | Leadership | Adaptability

### TECHNICAL SKILLS

- ☐ Proficient in MS Office Suite
- ☐ Web GST
- ☐ Analytical

### PERSONAL DETAILS

- ☐ Gender: Male
- ☐ Nationality: Indian
- ☐ Religion: Hindu
- ☐ Date of Birth: 11 August 2003
- ☐ Marital Status: Unmarried
- ☐ Hobbies: Hard working, ability to learn and adapt to new things, playing cricket and volleyball
- ☐ Languages Known: English, Hindi
- ☐ Permanent Address: Chiyura Gali Bhatni Deoria, Uttar Pradesh, Pin code - 274701

### PROFILE SUMMARY

I am a hardworking, honest, and responsible individual seeking an entry-level position in Finance and Marketing. As a self-motivated and independent student, I aim to utilize and enhance my skills while contributing to the organization's growth and my studies.

### WORK EXPERIENCE

• **Work with Mukesh Raj & Company (CA Firm) as an Accountant (Intern).**

Jan 2023 – July 2023

#### Responsibilities:

- **Record Management:** Maintain and update records, ensuring data accuracy and integrity.
- **Data Entry:** Accurately input data into various databases and systems.
- **Resource Management:** Manage personnel, equipment, and materials to optimize productivity.
- **Budget Management:** Develop and oversee budgets to ensure cost control and financial efficiency.
- **Project Management:** Plan, execute, and oversee projects to ensure timely and within-scope completion.
- **Risk Management:** Identify and mitigate potential operational risks.
- **Team Leadership:** Lead and motivate teams to achieve organizational goals.

### CERTIFICATION

- Accounting with GST Certificate - Mukesh Raj & Co. (CA firm)
- Certificate in Course of computer CCC (NIELIT)
- Fundamentals of Digital Marketing - **Google Garage**
- IP Awareness/Training Program Participant - National Intellectual Property Awareness Mission
- Certificate in Investment Banking Job Simulation.(**FORAGE**)
- Certificate of participation for Attending 1 Hour Masterclass on Advanced Pivot Table-Mind Blogging Excel Protract .(**FINEXCEL ACADEMY**)