

# Manu Kaushik

Linkedin://[manukaushik](#)

## EXPERIENCE

### Oil and Natural Gas Corporation, Dehradun – Finance Intern

May 2024 - PRESENT

During my internship at ONGC Dehradun, I gained hands-on experience in the finance department, focusing primarily on taxation and auditing. My responsibilities included assisting in the preparation and filing of tax returns, conducting internal audits to ensure compliance with regulatory standards, and analyzing financial statements. I also collaborated with senior accountants on various financial projects, enhancing my understanding of financial management, reporting, and regulatory requirements. This internship provided me with a solid foundation in financial principles and practical skills in a dynamic corporate environment.

### Navodaya Sahayog Trust, Roorkee — Program Coordinator

September 2023 - PRESENT

Our NGO is dedicated to holistic community development, empowering through diverse initiatives: children's well-being, environmental conservation, women's empowerment, skill development, economic growth through food processing, elderly care, healthcare access, family welfare, and employment facilitation. Committed to fostering social and economic progress, we aim to create inclusive and sustainable communities.

## EDUCATION

### COER University, Roorkee — Master's Of Business Administration

July, 2023 - June 2025

Finance and Business Analytics

### COER School Of Management, Roorkee — Bachelors Of Business Administration

August 2019 - September 2022

Finance

### St. John's Senior Secondary School ISC, Roorkee — 12th

April 2018 - March 2019

Physics, Chemistry, Maths

### St. John's Senior Secondary School ICSE, Roorkee — 10th

April 2016 - March 2017

105/2 Civil Line

Roorkee, 247667

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## SKILLS

**Technology:** Power BI, Basics of Python, MS Office

**Concept:** Problem Solver, Ambiguity Management, Leadership, Team Management, Strategy Maker

## CERTIFICATION

- Introduction To Data Science

- Digital: Transformation  
Insight: Finance, Accounting, & IT Function

- Security Research & Portfolio Management

## HOBBIES

- Cooking

- Cycling

## LANGUAGES

- English

- Hindi

## PROJECTS

### Mutual fund investor's behavior towards information search and selection criteria.

Conducted an in-depth study on mutual fund investors' behavior with a focus on information search and selection criteria

Empowered mutual fund investors with valuable insights to make informed decisions.

Enabled financial institutions to tailor their services and communication strategies to better meet investor expectations.

