

SONALI



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📍 Muzaffarpur, Bihar

🎓 ACADEMICS

Banasthali Vidyapith, Jaipur, BBA

2023 – 2026

Banasthali Vidyapith 8.62 CGPA

Royal Public School, Muzaffarpur, XII

2023 – 2023

CBSE 67%

D.A.V Public School, Muzaffarpur, X

2021 – 2021

CBSE 68.2%

🧠 SKILLS

Technical Skills: Financial Modelling (MS Excel, Power BI), Microsoft Office (Word, Excel, PowerPoint), Canva, Email Drafting, Research & Documentation

Soft Skills: Communication, Adaptability, Time Management, Learning Mindset, Negotiation, Team Coordination

📜 CERTIFICATION

Certificate Program in Banking, Finance &

Insurance (CPBFI) — Bajaj FinServ •

Beginners in Google ads — Coursera •

Introduction to fintech — Allison •

Successfully completed Dream Builder Program, focused on entrepreneurship. •

Introduction to Banking — Allison

Motivated finance graduate with a strong foundation in financial operations, communication, and analytical skills, seeking to apply knowledge and grow in a dynamic organization.

📁 EXPERIENCE

Finance Intern, Tirhut Dugdh Utpadak Sahkari Sangh Pvt, Ltd. Muzaffarpur

05/2025 – 07/2025

- Conducted voucher analysis to ensure accuracy and compliance in financial records.
- Utilised Tally for recording, monitoring, and reconciling financial transactions.
- Improved proficiency in MS Excel and financial tools for data management and report preparation.
- Assisted in preparing daily, weekly, and monthly financial statements.
- Supported internal audits by organising documents and verifying transaction details.
- Managed accounts payable and receivables, raising invoices, reconciling accounts and processing cash transactions.
- Monitored cash flow activities and helped maintain updated financial logs.
- Analysed operational expenses and reported discrepancies to senior finance staff.
- Learnt and applied basic GST concepts in transaction entries and documentation.
- Contributed to the improvement of financial processes, recommending enhancements to streamline operations and reduce costs.
- Coordinated with the accounts team to streamline data entry and reduce manual errors.
- Gained practical exposure to accounting processes, cooperative financial management, and real-time financial operations.

🌟 LEADERSHIP EXPERIENCE

• Choreography Event Head

Led the dance events and choreographed routines for college competitions, managing team rehearsals and event logistics.

• Convener, Finance Committee | Navotkarsh 2025 & 2026

Managed the event budget, oversaw sponsorships, and tracked all expenditures to ensure financial transparency and efficiency.

★ CO-CURRICULAR ACTIVITIES

- Contributed as a team performer in various dance events, coordinating with peers to ensure successful cultural fest execution.
- Actively participated in the National Financial Literacy Quiz 2025.
- Got certificate for participating in cross_country at the opening ceremony of the intramural program.