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|  |  **AKANKSHA** **NEGI** **Finance Executive****akankshanegi94@gmail.com** **+91-9759803601** |

**CAREER OBJECTIVE**

Seeking a career to utilize my knowledge, personal skills to gain comprehensive understanding of a reputed organization so as to take responsibility and contribute significantly

**EMPLOYEMENT HISTORY**

* Currently working in SAGE publications, Dehradun as Finance Executive

**PROFILE SUMMARY**

* A dynamic, team player and multitalented professional with exceptional knowledge as Finance Analyst.
* Understanding and implementing business practice, procedures and guidance relating to financial impact on organization.
* Skilled in performing research to ensure accuracy data, compiling information and creating detailed financial reports.
* Proficient in identifying the new resources of funds and also invest them for generating exponential revenue.
* Processed invoice and payments.
* Examined accounting records to ensure accuracy.
* Excellent in utilization and planning of all resources.
* Driving awareness program across the organization and promote firm initiatives
* Monitoring external policy compliance and auditing the finance
* Maintaining regular communications with management team on progress status
* Interpret data, analyze results using statistical techniques and provide ongoing reports to Leaders
* Strong attention to details in drafting emails and while investigating the quotations
* Collect sales /investments data from different membership firms through various channels( Emails, Handing requests, Offline and Online Communication )
* Identify, analyze, and interpret trends or patterns in complex data sets for computing sales and profits for the organization
* Review, implement and adapt new financial systems and controls
* Advise clients and vendors on areas of business improvement, or deal with insolvency

**PERSONAL ABILITIES**

* Strong leadership and motivational skills.
* Ability to handle extreme pressure and deadlines.
* Excellent in interpersonal communications in written and verbal both.
* Strategies planning approach in resolving problem quickly and efficiently.
* Good analytical and presentation skill.
* Extremely strong in networking for new business growth for the organization.

 **EDUCATION**

* M.B.A (Finance & HR) from Institute of Cooperative Management, Dehradun in 2018.
* B.Sc. from Hemvati Nandan Bahuguna Garhwal University in 2016.
* 12th from Scholars Home Senior Secondary School, Dehradun in 2013.
* 10th from Scholars Home Senior Secondary School, Dehradun in 2011.

**PROFESSIONAL TRAINING**

* Worked on the project - Capital Cycle and Ratio Analysis with company “MAX India Ltd”
* Excellent working knowledge of MS Office Programs,.Excel and Access suite