



# SHRUTI UDAYKUMAR SASTURE

## CONTACT ME AT

-  #1803, Tower-E5, Supertech ecovillage-1, Noida Uttar Pradesh-201309.
-  shrutisasture77@gmail.com
-  <https://www.linkedin.com/in/shruti-jain-75b79016b/>
-  8076382583

## SKILLS SUMMARY

- Project Management
- Financial Modelling
- Budgeting and Cost Analysis
- Google sheets
- Tally
- MS Excel

## CERTIFICATION AND AWARDS RECEIVED

-  Excel and Tally certification from Techvera training development program.
-  Financial Market Experience Certification(FMEP) from finlactics.
-  Certification from Corporate Finance Institute on "Introduction of Corporate finance"
-  Secured 3rd position in Inter College Business Plan Competition
-  Secured 1st position in Role playing, Perception games and Collage making competition.

## CAREER OBJECTIVE

To make contribution to the organization to the best of my ability and to develop new skills and share my knowledge while interacting with others and achieve new heights.

## WORK EXPERIENCE

### Project Manager

Intellify | 1st May 20-31st May 20

- Conduct day-to-day project coordination, planning, and implementation across multiple teams
- Create functional and technical application documents

### Finance Intern

Chai Sutta Bar | 15th June 20 - 15th Aug 20

- Managed teams and guided members.
- Conducting meetings and allotting weekly tasks. Monitoring and reviewing reports.

### HR Intern

Leaders for Tomorrow | 1st Aug 20 - 31st Aug 20

- Managing Volunteers and providing them with daily tasks.
- Planning Campaigns and its activities along with my co-interns.

### HR Intern

Financial Yaari | 4<sup>th</sup> Aug 20 – 4<sup>th</sup> Sept 20

- Recruiting, conducting interviews and allotting day to day tasks.

## EDUCATIONAL HISTORY

### PGDAV College, University Of Delhi, South Campus

B. com | July 2015 - April 2018

- CGPA: 7.348
- Studied accounts, taxation, and law ethics Worked with various NGOs and was a member of TEDx PGDAVCollege in the year 2018.

### IIMT Group of Colleges

MBA in Finance and HR| August 2019 - 2021

- 1st Year SGPA: 7.78
- Studying about Corporate Finance, Human Resource Management, Project and Business planning.
- Participated in many competition and secured ranks in both intra and inter college competition.

### Professional Course: CIMA

- Operational Level cleared