

# Shubham Petkar

MBA (Finance)

Address: - G-1141, Tropica, Ravet, Near sameer lawns  
Pune, Maharashtra 411044

## Professional Summary

Highly detail-oriented individual, eager to contribute towards the building of a strong finance team. Skilled at handling Audit projects and Balance Sheets. Knowledge and understanding of various Accounting and Finance tools.

## Work History

### IndusInd Bank - Summer Intern

Mumbai, Maharashtra.

5/2019 – 7/2019

- Answered incoming telephone calls, took down messages and provided information.
- Sorted and organized materials such as physical files, tracking spreadsheets and reports.
- Sorted and classified files according to content, purpose, user criteria and alphabetical or numerical order.
- Completed clerical tasks such as filing, copying and distributing mail.
- Demonstrated respect, friendliness and willingness to help wherever needed.

## Education

2018-2020

Institute of Business Management and Research (IBMR)

Wakad, Pune

MBA: Finance

2015-2018

Shankarrao Bhelke College

Nasrapur, Pune

BBA: Computer Application

2015

Shri Chhatrapati Shivaji Vidyalaya

Nasrapur, Pune

(12<sup>th</sup>) Higher Secondary School

2013

Shri Chhatrapati Shivaji Vidyalaya

Kikvi, Pune

(10<sup>th</sup>) Secondary School Certificate

✉ petkarsc@yahoo.com

☎ 8796212557

📍 Pune, Maharashtra 411044

## Links

- <https://www.linkedin.com/in/shubham-petkar-2753931b3/>

## Skills

- Spreadsheet Expertise
- Data Analysis
- Excellent attention to detail
- Flexible team player
- Computer skills
- Accounting skills
- Accounting principles understanding

## Certification

- The Complete Financial Analyst Course by 365 Careers
- Accounting Fundamentals by CFI
- Tally ERP 9.0
- Adv. Excel
- MS CIT
- Cognitive Exchange Speech Certification

## Personal Information

- Marital Status: - Unmarried
- DOB: - 10/06/1997
- Language Known: - English, Hindi, Marathi