

LEHAR RAIKWAR

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SUMMARY

As a BBA student majoring in Banking and Finance, I aim to apply theoretical knowledge to real-world financial scenarios. I have gained a strong grasp of financial concepts and market trends during my academic journey. In addition, I have actively pursued internships and extracurricular opportunities to enhance my practical skills in banking. With expertise in financial instruments and effective communication skills, I am excited to make a meaningful impact in the field and advance my professional development. Hardworking employee with customer service, multitasking and time management skills. We are dedicated to giving every customer a positive and memorable experience.

PROFESSIONAL EXPERIENCE

Aamlda Organics Food and Research Center, Jaipur, India: Finance Intern May 2024 – Jul 2024

- Utilized document management system to organize company files, keeping up-to-date and easily accessible data.
- Determined consumer needs to provide products and services appealing to larger market.
- Managed accounts payable and receivable activities including invoice processing and payments reconciliation.
- Developed Excel spreadsheets to track expenses, revenue, cash flows, and other KPIs.
- Prepared financial reports for management review.
- Assisted in GST filing and compliance checks.
- Supported senior finance team in budgeting process.

Neyox Outsourcing Pvt Ltd, Jaipur, India: SEO Executive (Intern) October 2024 – December 2024

- Worked diligently on research-oriented projects contributing to company growth.
- Reported to Head and adhered to assigned responsibilities with professionalism and dedication.
- Demonstrated strong analytical abilities, proactive problem-solving approach, and excellent teamwork skills.
- Handled SEO activities including keyword research and content optimization.
- Used SEO tools to track ranking performance and analyze website traffic.

SKILLS

Core Banking Skills: Banking operations, Customer service

Technical Skills: Microsoft Excel, Data management

SEO Skills: SEO Tools, Keyword Research, Content Optimization, Analytical Skills

Professional Skills: Communication skills, Teamwork, Time management, Adaptability

EDUCATION

Secondary School Completion: 2021
BLUE BELLS PUBLIC SCHOOL 86%

Higher Secondary School Completion: 2023
BLUE BELLS PUBLIC SCHOOL 63.2%

BBA (Banking and Finance) Expected Completion: April 2026
Suresh Gyan Vihar University, Jaipur SGPA 9.8

ACHIEVEMENTS

Curricular and Co-curricular Activities

As I am a fresher, I also took other curricular activities on a priority basis and participated in various competitions, where I secured 1st and 3rd positions in debate competition, and in sports I also participated and acquired 1st position in extempore against our seniors.