

ROLL NUMBER: P25707026**Ms. NUPUR DUBEY**

Female

DOB

06-Dec-2003

TECHNICAL SKILLS

- MS Excel – Data Analysis&Forecasting
- Power BI-Data Visualization
- MS Project-Project Management
- Primavera P6-Planning & Scheduling
- @RISK-Risk Analysis&Simulation
- SimaPro-Life Cycle Analysis
- MS Word
- MS PowerPoint
- CRM-Workflow Management

PERMANENT ADDRESS

614, Sai Kripa Colony, MR-10

City: Indore

State: Madhya Pradesh

Pincode: 452010

LANGUAGE

- ENGLISH AND HINDI

INTERESTS

- swimming

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ENS	NICMAR University, Pune	9.00	2027
B.Com. <i>Finance</i>	DEVI AHILYA VISHWAVIDYALAYA , INDORE	71.3	2025-May
Intermediate <i>Science (PCM)</i>	MP BOARD, MADHYA PRADESH	83.8	2022-Apr
High School	CBSE BOARD, MADHYA PRADESH	75.4	2020-Jul

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 24 Weeks)**Gratitude Synergy LLP**

04-May-2026 - 04-Jul-2026

8 Weeks**PROFILE:** Management Intern

- Supported financial analysis, business development and sustainability consulting functions
- Contributed to RECP project activities including utility data analysis and technical assessments
- Prepared technical reports, documentation and process flow diagrams (PFDs)
- Assisted in proposal analysis, drafting and workflow mappingin CRM

JOSHI MAHAJAN & CO

04-Nov-2024 - 31-Dec-2024

8 Weeks**PROFILE:** Legal & Compliance Intern

- Drafted basic legal and compliance-related documents and notices
- Assisted in preparation of statutory and regulatory documentation
- Reviewed client records and compliance files

JOSHI MAHAJAN & CO

01-Nov-2023 - 31-Dec-2023

8 Weeks**PROFILE:** Finance Intern

- Reviewed and analysed basic financial statements
- Prepared and supported in developing cost sheets and expense reports
- Maintained financial records and documentation

CERTIFICATION DETAIL

- Systems Change & Behavioural Science for Climate Action – UNSSC (United Nations)
- Company Secretary (CS Foundation)
- Business Analytics Program
- ESG Essentials for Sustainable Business
- BRSR Series
- Introduction to Generative AI in Human Resources
- Waste to Energy Conversion
- Municipal Solid Waste Management
- Sustainable Engineering Concepts and Life Cycle Analysis
- Environmental Protection and Sustainability
- Generative AI and ESG
- Understanding Research Methods

ACHIEVEMENT DETAIL

Successfully cleared CS Foundation – Institute of Company Secretaries of India, demonstrating strong understanding of corporate legal and compliance frameworks.