

# Vanshika Arora

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## Objective

Seeking a challenging role in a dynamic organization where I can utilize my skills and expertise to drive business outcomes and contribute to the overall success of the company. Also learn and grow within the healthy environment of the organization .

## Educational Qualification

Examination	Board/University	Percentage/CGPA	Year of Passing
Masters of commerce (M.Com )	IGNOU	65.08	2021
Bachelor of commerce (B.Com) (Regular)	Kalindi College (University of Delhi)	7.121	2019
Senior Secondary (Commerce)	CBSE	92.25%	2016
Matriculation	CBSE	8.2	2014

## EXPERIENCE

### ➤ Associate – Inventory at Mahashian Di Hatti Pvt Ltd (Nov 2022- April 2023)

#### Responsibilities:

- Worked on implementation of new software (Oracle).
- Conduct design workshops and functional process workshops.
- Provide status and issue reports to the Project Manager on a regular basis.
- Worked on data of inventory and manufacturing (BOMS).
- Data collection, Data cleansing, Data migration & Data transfer in standard templates.
- Contributed towards code generation and inventory name for data transfer.
- Develop end-user documentation and training materials.
- Define testing scenarios and develop test scripts.
- Interact with the project team members responsible for developing

reports, interfaces, data conversion programs, and application extensions

- Identify functionality gaps and develop solutions to them.
- Been part of Initial stage of implementation – Data transfer, PPB sessions, KUTs.

### ➤ **Senior Associate at Innodata ( October 2021- July 2022)**

#### **Responsibilities:**

- Mapping content of financial documents with defined data points in the online platform.
- Compiling economic data into a single metric or comparing data to such a metric.
- Dealing with financial documents of various sectors including loan, insurance and banking.
- Training new batches for the project.
- Contacting foreign clients for problems on platform.
- Solving issues for the fellow team members.
- Acting as a bridge between client and team members and communicating changes and solutions to the team members.
- Assistance to the project managers and communicating daily reports to the managers.
- Developed training material and best practice documents for the team .

#### **Skills**

- Communication
- Problem analyzing and solving approach
- Microsoft office (Excel, word and power point)
- Oracle (SCM Modules)
- Presentation skills
- Leadership
- Operation
- Adaptability
- Attention to detail
- Quick learner
- Inquisitive
- Good analytical and planning skills
- Good typing skills ( 30 WPM with 98% accuracy)
- Accounting software ( Tally , Busy & EazyERP)

## Achievements

- Two times intra school debate competition winner.
- Two times employee of the month and received spot award .
- Successfully provided training to two batches in duration of work.
- Successful data transfer in oracle template
- Oracle learning explorer badge
- Oracle SCM cloud manufacturing badge
- Oracle SCM cloud Inventory Management badge

## Hobbies

- Writing and reading
- Listening to music
- Meeting new people
- Visiting new places

## Key Strengths

- Flexibility
- Team player and leadership skills
- Open to challenges
- Looking for new challenges
- Smart work mostly but not afraid of hard work also
- Self motivated
- Likes to motivate team also

## Personal Particulars

**Father's Name:** Mr. Loveleet Arora

**Date of Birth:** 16/08/1998

**Nationality:** Indian

**Marital Status:** Unmarried

**Gender:** Female

**Language Proficiency:** Hindi and English

### **Declaration -**

I hereby declare that the details and information given about are complete and true to the best of my knowledge

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VANSHIKA ARORA

(Signature)