

Lekhashree Patnaik



CONTACT

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KEY SKILLS

Budget Planning
Financial Analysis
Problem-solving

TECHNICAL SKILLS

RStudio, EViews
Tally, Xero
MS Excel (VBA), MS Office

PROFILE

Finance professional with over five years of experience in financial management and strategic planning.

EDUCATION

- Monash University, Australia
Master of Advance Finance GPA 2.71/4
- Gandhi Institute of Technology and Management
Bachelor of Business Administration GPA: 7.85/10

EXPERIENCE

Director of Finance

St. Xaviers High School, Bilaspur, India

- Streamlined financial operations by generating new revenue, enhancing fee collection efficiency, leading a school development project, and upgrading educational infrastructure across multiple branches.

Manager Finance and Accounts | 2016 - 2019

St. Xaviers High School, Bilaspur, India

- Handled daily financial transactions, reconciled discrepancies, prepared payroll, documentation, managed vendor payments, and conducted weekly account audits.

ACHIEVEMENTS

- Academic: Silver Medal for Academic Excellence in BBA
- Competition: Won RBI Crossword competition on Foreign Exchange and Balance of Payments
- Cultural: Pursuing a bachelor's degree in Indian classical music

CERTIFICATION

Chartered Institute of Management Accountancy

- Advance Diploma in Management Accounting 2017
- Diploma in Management Accounting 2016
- Certificate in Business Accounting 2015