

Kunika Thirani

Co-Founder's Office



My Contact

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Hard Skill

- Data Analytics
- Financial Accounting
- Financial Planning
- Record to report
- MS Office (Excel, PowerPoint, Word)

Soft Skill

- Decision making
- Outcome Focussed Leader
- Multi-tasking
- Natural Relationship Builder
- Creative Thinker
- Clear Communicator

Education Background

- NMIMS Global Access - School of Continuing Education (2022)
Diploma in Business Administration
66.50%
- Delhi University - School of Open Learning
B.com (P) : 59.8%
- Institute of Chartered Accountants of India
Common Proficiency Test
Passed with Distinction
- Higher Secondary School Certificate (2016)
Commerce
94.5% in best 4 subjects (including English)
- Secondary School Certificate (2014)
9.8 CGPA

Awards & Recognition

- Award for Outstanding Performance
GoSharpener Private Limited

About Me

Diligent and result-driven professional who believes in converting plans into action. I have worked in startups for 3+ years and have excelled in managing operations, finance and data analytics. I am looking to leverage my knowledge and experience into new opportunities.

Professional Experience

Go Sharpener Pvt Ltd | Manager (Co-Founder's Office)

February 2022 – Present

Key responsibilities:

- Record to report for all finances
- Shared reports and analysis for financial and operational planning
- Prepared strategies to improve engagement and customer experience
- Managed accounts, billing, and invoicing
- Manage customer data and prepared reports
- Automation of CRM, Invoicing, and Query resolution through Gallabox
- Execution of day-to-day operations

Maverik Ventures | Event Manager

April 2020 – January 2022

Key responsibilities:

- Managing end-to-end online events with 500+ participants.
- Customer Support
- Handling complete execution of online events & databases
- Vendor management & event management

Techgeekers | Intern (Content Writer)

February 2020 – March 2020

Key responsibilities:

- Writing content on topics like home improvement, cooking and kitchen-related products

Maverik Ventures | Intern (Event Coordinator)

July 2018 – September 2018

Key responsibilities:

- Managing and conducting workshops and orientations in various schools.
- Handled registration and communication with schools.
- Conducted interviews of students on camera.

Certifications

Google	Google Data Analytics Professional Certificate
NCFM	National Stock Exchange, Delhi Financial Markets Beginner's Module
ICAI	CA - ICITSS OP
ICAI	CA - ICITSS ITT