

JASLEEN KAUR

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PROFESSIONAL OBJECTIVE

To secure a challenging position in commerce where I can apply my knowledge in accounts, marketing, brand management, problem solving and communication skills to contribute to organizational growth while enhancing my professional development.

EDUCATION AND QUALIFICATIONS

B.COM. HONOURS (Management Studies)	Sri Aurobindo College of Commerce and Management	79.1%	(2021-2024)
HIGHER SECONDARY SCHOOL (Commerce with Mathematics)	G.G.N. Public School	91.8%	(2020-2021)
MATRICULATION CERTIFICATE	G.G.N. Public School	89.6%	(2018-2019)

EXPERIENCE

- Accounts Intern - Indian Council for Cultural Relations (ICCR), Ministry of External Affairs (MEA), Government of India (**May 2025-present**)
 - Independently managing financial tasks for ICCR Regional Offices, including voucher entries and expenditure reports using TallyPrime and Excel.
 - Assisted in 3-day 'India International Folk Festival', organized by ICCR.
 - Coordinated the BIMSTEC 'SaptaSur: Seven Nations, One Melody' Music Festival, organized by ICCR and MEA at Bharat Mandapam, inaugurated by Dr. S. Jaishankar.
- Founder - DUXITE (**2024-present**)
 - Building DUXITE, a premium formal wear brand.
 - Managing branding, design, operations, marketing, and sales, turning vision into reality.
 - Leading end-to-end business strategy, from product innovation to market execution.

CERTIFICATIONS

- McKinsey.org Forward Program - McKinsey & Company (**Oct 2025-present**)
- Startup School - Y Combinator (**2025**)
- Strategy Consulting Job Simulation - Boston Consulting Group (BCG) via Forage (**2025**)
- Successful Entrepreneur Training - Nestlé YEP Academy (**2025**)

- Nestlé E-Learning 2025 | Sustainability **(2025)**
- Business Analyst Assessment - LearnTube **(2024)**
- Self-Management and Interpersonal Dynamics Course - SACCM **(2022)**
- Communication and Presentation Skills Course - SACCM **(2022)**

VOLUNTEERING

- National Service Scheme (NSS) - Government of India **(2023)**
 - Attended NSS 7-days Training Camp
 - Member of Cultural Team
- Global Cancer Concern India **(2019)**
 - Spread Awareness about Cancer
 - Helped with relief efforts for cancer sufferers.

EXTRACURRICULAR ACTIVITIES

- Marketing and Business Events
 - Member of Marketing Club **(2021-24)**
 - Organized Marketing Fest “War of Campaigns” **(2023)**
 - Participated in Business Fest “METTLE” **(2022)**
- Leadership Roles
 - Head Girl - G.G.N. Public School **(2020-21)**
 - Vice House Captain - G.G.N. Public School **(2018-19)**
- Academic and Competitions
 - Secured 36th State Rank in Silver Zone Olympiads, New Delhi **(2018)**
 - Participated in Inter-School Declamation Contest and Paper Reading Event **(2018)**
 - Won First Prize in Solo Singing Contest **(2016-17)**
 - Secured Second Prize in Group Singing Competition **(2015)**
 - Participated in All India Inter-School Shabad Gayan Competition **(2012)**

SKILLS

- Soft Skills
Critical Thinking, Teamwork, Organizational Skills, Problem-Solving, Communication, Public Speaking, Leadership, Active Listening, Mindfulness
- Industry Knowledge
TallyPrime, Excel, Government Accounting, Voucher Entries, Market Research, Client Communication, Project Management, Data Analysis, Entrepreneurship, Pitching, Sponsorship Acquisition, Brand Management, Marketing

SELF-PROFILE

I am an amicable person to work within a group. I have a good learning ability; I can understand facts and situations comprehensively. I am diligent about working under challenging conditions.

REFEREES

Mr. Kamal Jit Singh
Director (Vigilance and Finance)
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(Ministry of External Affairs)
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