

Manya Kashyap

FINANCIAL ANALYST – Accounting, Financial Modeling & Forecasting

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SKILLS

- **Microsoft Excel (Advanced):** Pivot tables, VLOOKUP/XLOOKUP, charts, macros, financial calculations.
- **Financial Modeling & Forecasting:** Building financial models, scenario planning, DCF valuation
- **Accounting & Financial Analysis:** Assess balance sheets, income statements, cash flows, and ratio analysis.
- **Data Analysis Tools:** Excel for data visualization, trend analysis, reporting, Data Visualization Tools.
- **Business Reporting:** Dashboards, reports, budget summaries, and performance monitoring templates.

WORK EXPERIENCE

Dispatch

Toronto Catholic District School Board

January 2025 – Present

North York

- Coordinated urgent incident responses across 250+ schools, directing collaboration with API Monitoring, Toronto Fire, and Police Services to ensure rapid resolution and minimize risk through decision making and leadership.
- Managed RMS and SIMS platforms to track over 300+ caretaker absences weekly and monitor activities across 250 institutions, using data to identify staffing gaps, ensure compliance, and guide administrative team decisions.
- Generated and analyze over 15 daily reports on late openings and closures, identifying inefficiencies, improving planning by 25%, and presenting strategic summaries to senior leadership for optimized resource deployment.

Retail Sales Associate

Inditex Canada (Zara)

May 2023 – December 2024

Mississauga

- Delivered customer service to over 50 clients daily; leveraged sales data and client feedback to tailor recommendations, achieving a 25% increase in satisfaction scores and contributing to 15% growth in repeat clientele.
- Operated point of sale systems to process an average of; performed end of day reconciliations with 100% accuracy and generated sales reports, enhancing operational efficiency and supporting data-driven decision-making.
- Controlled stock flow for over 1,000 SKUs, assisted between warehouse and sales floor, and filed discrepancy reports. That caused 10% reduction in inventory loss; utilized trend analysis to drive restocking by 18%.

Finance Associate

Ancillary Services, Sheridan College

April 2023 – May 2024

Brampton

- Administered over 120 weekly deposits via CHASE and AIMS systems, ensuring 99.9% accuracy, identifying variances worth \$10K+, and supporting audit readiness and cash flow reporting across all the departments.
- Executed 30+ monthly interdepartmental cost transfers, coordinating with five teams to streamline fund distribution, increasing budget allocation efficiency by 18% through variance analysis and reconciliation efforts.
- Directed 800+ locker and parking permit requests quarterly across digital and physical platforms, reducing processing time by 40% through workflow redesign and team collaboration to enhance student satisfaction.

Student Staff

Student Affairs, Sheridan College

September 2023 – April 2024

Mississauga

- Facilitated 10+ campus events including orientations, open houses, and welcome fests, applying project management to improve attendance by 25% and streamline logistics through collaborative leadership and planning.
- Performed administrative operations using Excel, Word, and PowerPoint, maintaining 15+ event trackers, generating weekly progress reports, and facilitating stakeholder coordination with detailed documentation reviews.
- Commanded student support drives like Food First and SIN Clinics, co-organizing Sheridan's first Community Meal Event with 200+ attendees, using surveys and data tools to evaluate impact and optimize service delivery.

EDUCATION

Bachelor of Business Administration (HR & International Business)

Chandigarh University Online, India

September 2024 – June 2027

Diploma in Business Finance

Sheridan College, Mississauga

January 2023 – June 2024

High School Diploma in Commerce

Olympus High, India

April 2021 – June 2022

LEADERSHIP

- **Collegiate Leadership Competition 2023** – Represented Sheridan College in the CLC 2023 US vs Canada.
- **School Captain, Student Council – Olympus High** – Served for five years with leadership roles.