

SNEHA RAMESHBABU

Kamloops BC | +12363382965 | snegz0606@gmail.com | [LinkedIn Profile](#)

SUMMARY OF QUALIFICATIONS

- Highly determined Co-op student at Thompson Rivers University, looking forward to pursuing a career in the finance sector.
- One and half years of experience as a Finance Associate at RR Donnelley in India.
- Honed with multitasking and communication skills by being a counter staff member.
- Strong interpersonal skills gained through internship and voluntary activities.
- Majorly performed the tasks using MS Office applications like MS Excel, MS PowerPoint, MS Word etc., both for professional and academic purposes.

RELEVANT EDUCATION

Post Baccalaureate Diploma in Finance

December 2025

Thompson Rivers University, Kamloops BC

- Have been in Dean's List – Fall 2023, for excelling in academics.
- **Relevant Coursework:**
 1. Management Information System: LOOKUPS, IFS, PIVOT TABLE, DSUM etc.,
 2. Financial Accounting, 3. Cost Accounting, 4. Management Accounting, 5. BRS.
- **Relevant Projects:**
 - Project 1:** In a group of four, presented about the security safeguards in data management. Received positive feedback of “outstanding performance”.
 - Project 2:** Presented a stock pitch, in front of 12 judges in the interview of TRUSU Investment Fund Union.
 - Project 3:** Presented the resume using MS PowerPoint and was selected for the stock pitch.

WORK EXPERIENCE

Counter Staff

April 2024 - Present

Tim Hortons, Kamloops BC

- Deliver friendly customer service, handling orders and payments efficiently.
- Collaborate with team members to ensure smooth operations.
- Maintain cleanliness, prepared food and beverages.

Finance Associate

May 2022 – August 2023

RR Donnelley, Chennai, India

- Worked for a US-based retirement company.
- Used accounts receivable services like lockbox.
- Majorly used Microsoft Excel for recording data of the retirement plans.
- Familiar with 401(k) and 403(b) plan administration, ensuring compliance with regulations.
- Effectively communicated complex financial concepts to teammates and managers.

VOLUNTARY EXPERIENCE

Events Director

January 2024 - Present

TRUSU Accounting Club, Kamloops BC

- Skilled in networking with the ability to forge strategic partnerships and sponsorships, expanding our club's reach and enhancing the quality and success of events.
- Made some innovative initiatives with a flair for developing unique event concepts, themes and experiences that engage attendees and left a lasting impression.
- Led initiatives and projects within the events team, demonstrating the ability to organize, delegate tasks, and motivate team members towards shared goals

Sustainability Ambassador

December 2023 - Present

TRU Sustainability Office, Kamloops BC

- Learnt to develop and deliver educational programs to raise awareness and build capacity for sustainable practices among students.
- Deeply committed to a genuine passion for advancing sustainability principles and creating positive change within the university community and beyond.

Chief Secretary

January 2021 – December 2022

State Media Committee, NYCI, Tamil Nadu, India

- Coordinated volunteer activities, demonstrating leadership and organizational skills.
- Engaged with diverse community groups, promoting inclusivity.
- Promoting skill development among the youths of India.

INTERNSHIP

Sales and Marketing Intern

May 2021- July 2021

Unschool – Online Education Platform, India

- Got opportunities to assist with campaigns, to conduct market research, to create social media content and to collaborate with the sales team on lead generation.
- Analysed marketing data, gaining valuable experience in a dynamic startup setting.

References available upon request.