

Sumina Gurung

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EDUCATION

The University of Hong Kong | Bachelor of Economics and Finance

Expected May 2026

- Relevant Coursework: Venture Capital and Private Equity, Corporate Finance, Financial Accounting, Investments and Portfolio Analysis
- Activities: Student Ambassador for HKU Business School, Student Adviser for Academic Advising and Scholarships Office, Core Team Member at HKU Social Service Group

WORK EXPERIENCE

Bird & Bird, Student Intern

Jun 2025 – Jul 2025

- Inputted and managed bank transaction data and journal numbers from Japan office's physical receipts into Excel general ledger files, supported precise tracking of billing activities across regions
- Conducted detailed bank reconciliations by comparing bank statements against general ledger entries, identified discrepancies such as bank charges to ensure compliant financial records
- Managed invoice imports and validation through Onventis, verified correct matter allocation and company details prior to posting in the accounting system to ensure error-free financial processing
- Analyzed and mapped client relationships by identifying key decision makers to drive strategic business development, leveraged AI tools to design panel pitches to showcase project outcomes while ensuring brand alignment

In Lieu, Finance Intern

Nov 2024 – Mar 2025

- Updated financial projections to reflect real-time progress, increased profitability by 30% in the P&L forecast after securing 5+ new deals, maintained expense tracking and ensured sales model accuracy across 10+ revenue streams
- Streamlined B2B invoice creation and factory shipment processes to uphold balance sheet integrity, performed COGS analysis to determine tailored discount structures and identified cost-effective logistics partners for last-mile delivery
- Conducted monthly financial review meetings with the CEO, COO, and financial consultant to update cash flow forecasts, analyzed expenses against projections, identified cost-saving opportunities and optimized budget allocation
- Developed an inventory tracking system in Excel for 15+ product SKUs and merchandise, maintained optimal stock levels for timely reordering and forecasted future inventory needs

Siddhanth Jewellers Ltd, Sales Associate

Dec 2023 – Jan 2024

- Maintained precise records of customer transactions to support accurate financial reporting and informed decision-making
- Analyzed market trends and customer data to refine sales strategies
- Engaged with customers to provide personalized recommendations, applied economic principles to identify upselling and cross-selling opportunities to maximize revenue growth

Environment and Ecology Bureau, Community Relations Unit Summer Intern

Jul 2023 – Aug 2023

- Led a targeted project to engage the ethnic minority community, leveraged strong stakeholder communication and strategic planning
- Collaborated closely with the marketing department to design and deliver multi-platform social media content through effective cross-functional teamwork and project management
- Effectively communicated complex environmental messages, strengthened community engagement and fostered relationship building during public outreach events

PROJECTS

U21 Global Citizens

- Completed a leadership development program with Universitas 21, collaborating with students from 28 different universities across 20 countries to address Sustainable Development Goals
- Strengthened cross-cultural leadership, communication and teamwork skills.

Voluntary Teaching Project, S.K.H. Kei Fook Primary School

- Taught English to primary four and five students from low-income families using creative, interactive games and activities to foster enthusiasm for language learning
- Designed and prepared all teaching materials and resources.

NOTABLE AWARD

Cathay Pacific Sponsored HKU Hackathon (2024), 1st place

Developed an AI-powered app to help university students manage academic stress by delivering evidence-based psychological solution. Utilized Python, Azure and Bootstrap to design and implement a user-friendly and effective digital tool

ADDITIONAL INFORMATION

IT Skills: Microsoft Excel (VLOOKUP, VBA, Pivot Table), Microsoft Office Suite (Word, PowerPoint), experienced with AI tools

Certifications: IiQE Paper I, Mental Health First Aid Standard Course, IELTS Band 8

Languages: Nepali (Native), English (Fluent) and Cantonese (Conversational)

Interests: Trekking, Clay Sculpting, Reading, Gaming, Podcasts