

# PRERONA BASAK

FINANCE ENTHUSIAST

## CONTACT ME AT

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## PERSONAL PROFILE

Aspiring Analyst well versed in all aspects of Management principles, Financial Reporting and Analyzing financial data. Result Oriented and Self Driven professional with a talent for leading by example and inspiring peak performances.

## CORE SKILLS

- Financial Statement Analysis
- Financial Reporting
- Trend Analysis
- Financial Accounting
- Company Analysis
- Financial Research

## FUNCTIONAL SKILLS

- MS Office (MS Word , MS Excel, MS Power point)
- Research reporting
- Information gathering
- Process improvement
- Documentation abilities
- Relationship development

## SOFT SKILLS

- Ability to multitask, plan and prioritize.
- Client Engagement and Relationship Building
- Interpersonal and Communication Skills.
- Pro-active and Results oriented.
- Team Player
- Problem solving and analyzing skills

## CERTIFICATION

Certified Associate in Project Management (CAPM) - Ongoing

## WORK EXPERIENCE

### INTERN

Punjab National Bank| February 2020 - May 2020

- Tracked Portfolio health & quality of Special Mention Accounts (SMA's) and Keeping track of Early Warning Signals (EWS) with the help of Credit Monitoring Tools.
- Supported KYC documentation Activities for Verification of Payments and contributed to Compliance activities related to Relationship Management.
- Prepared and presenting Portfolio level presentations for Senior Management, maintaining an internal and external network.
- Followed up on accounts using a system-enabled PNPA tracker and updating information using the database efficiently.
- Successfully examined, Identified, suggestions for improvements, opportunities, and giving feedback in a constructive manner.
- Adhered to the current Lending Policy and Credit Monitoring Policy of the bank upholding the firm's code of ethics and business conduct.
- Drafted Research requests by using appropriate research sources and searching the identified sources to locate the information required.
- Showcased, Organised Research findings into meaningful deliverables graphically and into readable reports.
- Designed input on best Operations practices and process optimization opportunities.
- Reviewed operational, financial processes to provide management with an individual assessment of business risk, internal control, and the overall effectiveness and efficiency of the process.

## EDUCATION HISTORY

ICFAI BUSINESS SCHOOL, KOLKATA

*Post Graduate Program in Management (PGPM) | June 2019 - February 2021*

- CGPA: 8.80
- Minor in Marketing
- Core Committee Member of 'Mind Movers' Club at IBS-Kolkata, 2019.
- Dean's Scholarship Awardee for Academic Merit in IBS-Kolkata

ST. XAVIER'S COLLEGE, KOLKATA

*Bachelors of Commerce, B.Com (Hons) | July 2016 - April 2019*

- CGPA: 6.24