



Indrajit Poddar

My Contact

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Hard Skill

- Financial Reporting
- Ratio Analysis
- Financial Statement Analysis
- fixed income securities
- Account reconciliation
- Journal Entry
- Financial market
- Account payable and receivable

Soft Skill

- Multi tasking
- Decision making
- Analytical skill
- Problem-solving
- Time management
- Team work

Area of Interest

- Listening Music
- Travelling

Certificates

- **Advance Excel**
Duration: 18 hours
Competition: November 2021
- **Financial analyst course from Udemy**
Duration: 30 hours
Competition: September 2021
- **Financial Modeling and Valuation from Internshala**
Duration: 4 Weeks
competition: August 2021

About Me

I am a seeking responsible career opportunity to fully utilize my knowledge and skills while making a significant contribution to the success of the company.

Professional Experience

Genpact India Pvt Ltd. | Process Associate
January 2023 – Present

Key responsibilities:

- Analysts and associates are often responsible for identifying potential investment opportunities by conducting market research and industry analysis.
- Building complex financial models to assess the potential returns and risks associated with investments.
- Performs Accounting functions including control and updating the general ledger, appropriate review.
- Review capital call and distribution calculations and notices
- Processing daily trading activity for all funds, including corporate actions, while working closely with the Trading Operations Team
- Identify exceptions and issues affecting accounting records and drive resolution through timely communication and correction.

Internship

Bajaj Capital Ltd. -
07/2022– 09/2022

Key responsibilities:

- Analyzed financial data to support investment decisions and risk
- Calculation NAV.
- Prepare and maintain reports on client portfolios, investment performance, and other relevant data for review by senior relationship managers or clients themselves
- Manage AMFI'S monthly data for department team members

Pnb MetLife | Financial Analyst Intern
06/2021 – 08/2021

Key responsibilities:

- Stay updated on a wide range of financial products and services offered by the institution, such as banking products, investment options, and insurance offerings
- Assist clients with account-related activities, including fund transfers, account statements, and investment transactions

Education Background

- **GL BAJAJ INSTITUTE OF MANAGEMENT AND RESEARCH**
Post Graduation in Management (PGDM) | FINANCE
Completed in 2022
- **UNIVERSITY OF NORTH BENGAL**
Bachelor of Commerce (Honors)
Completed in 2020