

VIKRAMADITYA PRASAD



EXPERIENCE

JMS Mining Private Limited, [Durgapur, WB] **Office Associate Grade-II [Finance] | July 2024 - Present**

- Managing financial transactions, vendor payments, invoice processing, and record-keeping, and data maintenance.
- Data analysis, reporting, pivot tables, and financial modeling.
- Processing payments, vendor management and making checklist of given supporting in SAP, and reconciliation.
- Preparing and analyzing financial, Production and operational reports.
- Creating MIS reports for financial analysis and decision-making.
- Ensuring accurate financial data entry, reconciliation, and compliance with company policies.
- Guided and mentored new team members as a part of onboarding.
- Maintaining company cash, handling petty cash, and ensuring accurate cash entry in SAP.

Writer Information [Kolkata, WB] **Finance Associate [Internship]** **July 2023 - December 2023**

- Developed and analyzed Credit Appraisal Memorandums (CAMs) for customers to assess creditworthiness and mitigate financial risk.
- Performed detailed financial analysis using financial statements, cash flow reports, and credit histories to formulate lending decisions.
- Collaborated with internal teams to ensure timely completion and accuracy of loan application documentation of client who is applying business loan from ICICI bank.
- Assisted senior management in decision-making by providing clear, concise, and actionable insights from the CAMs.
- Created financial models to project future cash flows, profitability, and risk factors, supporting decision-making for credit facilities.

LANGUAGE

- English
- Hindi

SKILLS SUMMARY

- ERP System: SAP
- Visualization: Power BI
- Documentation Tools: MS-Excel, MS-Word, MS-PowerPoint
- Financial Analysis

CERTIFICATION

Mutual Fund Distributor [NISM-VA] National Institute of Securities Markets. [NISM]

EDUCATION

Master of Business Administration in Finance

Bengal Institute of Business Studies, Kolkata [VU]

Percentage: 70.09 %

2022-2024

Post Graduate Programme in Financial Markets

Bengal Institute of Business Studies, Kolkata

Percentage: 75%

2022-2023

Bachelor of Commerce in Accountancy Honors

Doranda College, Ranchi [RU]

CGPA: 8.28

2019-2022

Senior School Certificate Examination

Vivekananda Vidya Mandir School, Ranchi [CBSE]

Percentage: 61 %

2017-2019

All India Secondary School Examination

Sachidananda Gyan Bharthi Model School, Ranchi [CBSE]

CGPA: 8.8

2016-2017

SUMMER INTERNSHIP PROJECT

D.P. Ray & Associates Pvt. Ltd. [Kolkata, WB]

Title: Effect of Tax Evasion and Tax Avoidance on Economic Development.

May 2023 - June 2023

Key Learnings:

- Understanding of Tax planning of Individual and citizen support for development initiatives.
- Explored the impact of Tax Evasion and Avoidance on economy.
- Determining both domestic and foreign investors from participating in economic development project.

Declaration

I hereby declare that the above-mentioned information is correct to my knowledge.