

SAYAN BASU

Finance

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SUMMARY

Results-driven MBA Finance student with a strong foundation in financial analysis, accounting, taxation, and investment research. Experienced in using Tally and SAP Hana for financial processes. Completed internships in finance, gaining hands-on experience in billing, invoicing, tax preparation, and financial reporting. Strong analytical and problem-solving skills with a keen interest in credit rating analysis, investment research, and financial modeling. Excellent communication and teamwork abilities, eager to apply knowledge in a dynamic finance role.

EXPERIENCE

06/2024 - 08/2024

● Internship

Kolkata

Inspiring Edutree Pvt Ltd

Educational Consultancy Firm

- Managed billing and invoicing operations using Tally Prime, ensuring accuracy and compliance with company policies.
- Processed and generated invoices, maintaining proper records for financial reporting and reconciliation.
- Assisted in accounts receivable management, tracking payments, and following up on outstanding dues.
- Verified financial transactions and ensured proper documentation for audit and tax purposes.
- Coordinated with internal teams to resolve billing discrepancies and streamline invoicing processes.
- Gained hands-on experience in financial data entry, ledger maintenance, and GST compliance.

SKILLS

Tally Prime

SAP HANA

Adaptability

Time Management

KEY ACHIEVEMENTS



Significant Contributions

1. Successfully managed billing and invoicing operations using Tally Prime, ensuring 100% accuracy in financial records.
2. Assisted in the preparation and reconciliation of invoices, improving the efficiency of the accounts receivable process.
3. Gained hands-on experience in financial data entry, ledger maintenance, and GST compliance.
4. Resolved billing discrepancies, ensuring smooth financial transactions and timely payments.
5. Strengthened knowledge of financial reporting and documentation, contributing to improved audit readiness.
6. Developed strong analytical and problem-solving skills, enhancing efficiency in invoice processing and financial management.

EDUCATION

06/2019 - 06/2022

● Bachelor of Business Administration

Techno India Hooghly

06/2023 - 06/2025

● Masters Of Business Administration

Institute of Engineering and Management