

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

Kolkata

Internship

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

- Successfully managed billing and invoicing operations using Tally Prime, ensuring 100% accuracy in financial records.
- Assisted in the preparation and reconciliation of invoices, improving the efficiency of the accounts receivable process.
- Gained hands-on experience in financial data entry, ledger maintenance, and GST compliance.
- Resolved billing discrepancies, ensuring smooth financial transactions and timely payments.
- Strengthened knowledge of financial reporting and documentation, contributing to improved audit readiness.
- 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