

SUDDHASATTA SINGHA ROY

FINANCE & OPERATIONS TRAINEE



CONTACT

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Kolkata, India

EDUCATION

2023-2025

PUNE INSTITUTE OF BUSINESS MANAGEMENT

- Master of Business Management - Fintech

2019-2022

AMITY UNIVERSITY KOLKATA

- Bachelor of Journalism and Mass Communication
- GPA: 6.2/10

SKILLS

- Financial Operations
- Billing & Reconciliation
- Audit Documentation
- SAP & ERP Systems
- Cost Analysis
- Inventory Management
- Client Communication
- Risk Assessment

LANGUAGES

- English (Fluent)
- Bengali (Fluent)
- Hindi (Basics)

PROFILE

Highly motivated and detail-oriented Finance & Operations Analyst with a strong foundation in financial analysis, inventory control, client servicing and communication and business operations. Completed MBA in FinTech. Skilled in managing audits, reconciling financial discrepancies, and contributing to revenue growth initiatives. Adept at ERP systems such as SAP and NewGen with a proactive, solution-oriented approach.

TRAINING EXPERIENCE

SignalX.AI – TPRM and Due Diligence Trainee APRIL 2025 – JUNE 2025

- Conducted third-party risk assessments and due diligence checks on domestic and international entities using AI-driven tools
- Analyzed legal, financial, and reputational risks through compliance reports, litigation records, credit data, and corporate filings
- Collaborated on onboarding workflows ensuring compliance with AML, KYC, GDPR regulations
- Drafted client-facing reports with key findings, risk ratings, and mitigation strategies

The Oberoi Udaivilas – Finance Trainee May 2024–July 2024

- Managed and audited ₹4 Crore+ hotel inventory for financial audits
- Used SAP, NewGen, and ECOBILLS for billing, spoilage tracking, and documentation
- Conducted detailed cost analysis for meals and buffets; reduced wastage and improved forecasting
- Assisted Deloitte external audit and prepared supporting financial documents
- Trained in SOPs for goods receiving, inventory validation, and back-end coordination

BNM Solutions Pvt. Ltd. – Sales Trainee Dec 2023– Feb 2024

- Generated B2C leads with Anarock Sales App; completed 8000+ cold calls leading to 13 site visits and 7 qualified leads
- Maintained over 70 hours of call time handling 4000+ prospective clients
- Conducted research analyzing digital transformation impact

Bindu Media Pvt. Ltd. – Social Media Marketing Associate Feb 2022– July 2022

- Managed social media for 10 clients; grew one brand to 10,000+ organic views in 10 days
- Developed content and digital campaign strategies
- Collaborated on app launch generating 50+ qualified leads and strategic partnerships

Certifications:

- Public Relations (Amity University Kolkata)
- Content Writing (Internshala, 2022)
- Social Media Marketing (Bindu Media Pvt. Ltd., 2022)
- Digital Marketing (Amity University Kolkata)