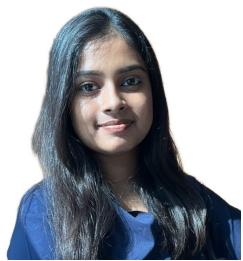


Ivy Saha

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CAREER OBJECTIVE

I am an enthusiastic and detail-oriented Finance graduate with a strong understanding of Finance basics. Skilled in data analysis, and reporting I am a strong communicator, quick learner, disciplined and team player, eager to join and grow in Finance teams. Dedicated to ongoing learning. Committed to developing skills in Finance and contributing to the dynamic world of business with creativity and strategic thinking.

EDUCATION

YEAR	COURSE	SPECIALIZATION	BOARD/UNIVERSITY	PERCENTAGE OBTAINED
2026	MBA	Finance	Globsyn Business School	Pursuing
2023	B.Com	Accounting & Finance	Techno India University	75.62%
2019	Class XII	Science	WBCHSE	74.60%
2017	Class X	General	WBBSE	77.40%

INTERNSHIP

Company Name: Manipal Hospitals Dhakuria

[From 28-04-2025 To 28-07-2025]

- **Project Title:** Finance Intern
- **Location:** Kolkata
- **Job Responsibility:**
 - During my internship at Manipal Hospital, I gained hands-on exposure to hospital administration and finance-related processes, supporting daily operations and ensuring accurate documentation.
 - Assisted in patient billing and invoice preparation. Maintained and verified patient and financial records
 - Supported administrative documentation and data entry. Coordinated with different departments for smooth workflow. Followed hospital compliance and confidentiality guidelines

WORK EXPERIENCE

Company Name: Brrandom

[From 01-08-2023 To 30-11-2023]

- **Designation:** Digital Marketing Trainee
- **Location:** Kolkata
- **Job Responsibility:**
 - Planning, creating, and posting engaging content across various social media platforms, such as Facebook, Twitter, Instagram, LinkedIn, etc.
 - Monitoring and analyzing the performance of our social media campaigns and optimizing them based on data and feedback.
 - Researching and identifying the latest trends, best practices, and emerging platforms in the social media landscape.
 - Collaborating with other departments, such as marketing, sales, customer service, etc., to ensure a consistent and coherent brand voice and message across all channels.
 - Responsible for handling client visits, wherein I had to do the requirement analysis and create reports out of it, and finally present the report in client meetings.
 - As a team leader, I mentored a team of two, ensuring timely delivery of all project deliverables. I coordinated tasks, resolved issues, and kept the team focused on meeting deadlines.

OTHER CERTIFICATIONS

1. Introduction to SAP ERP using GBI 3.30 on SAP S4HANA - Techno India University

Issued Date: 01-08-2022

ACTIVITIES AND INTEREST

- Dancing
- Painting
- Cooking

OTHER INFORMATION

KEY SKILLS:	<ul style="list-style-type: none">• MS-Excel (PM)• Communication and Soft Skills• Digital Marketing• SAP ERP• General Management
LANGUAGE KNOWN:	English (Working), Bengali (Native), Hindi (Professional), Spanish (Limited), French (Elementary)