



## ROBINDU NANDI

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### Career Objective

A Detail-oriented Finance Professional with strong analytical skills, a passion for learning, and a track record of effective team leadership and collaboration. Energetic, communicative, and results-driven, thriving in dynamic, fast-paced environments

### Educational Qualification

Pursuing PGDM with specialization in Finance from GIMS, Greater Noida, AICTE approved.

Graduated in B. Com (Finance) from Triveni Devi Bhalotiya College, affiliated to KNU.

Intermediate from Guru Teg Bahadur Public School, affiliated to CBSE.

### Internship Experience

#### Opulence Business Solution | Fundraising Methods in Indian Startups | Research Analyst- Intern | 2 Months

- Conducted company profiling, financial benchmarking, and prepared outreach documents for live mandates. Assisted in fundraising & M&A pitches through market sizing, competitor analysis, and valuation. Supported preparation of US tax forms (1120, 1040, 1065).

#### Eastern Coalfield Limited | Payroll Management | Trainee | 1 Month

- Assisted in monthly payroll processing with accurate salary, deductions, and compliance. Coordinated with HR/Finance to verify records and incentive payouts. Maintained payroll data ensuring timely disbursement and audit readiness.

### Projects

#### Chaayos | Sales Promotion & Techniques | Project Associate | 3 Weeks

- Conducted a live project on Chaayos analysing its sales promotion strategies and customer engagement techniques. Gained practical insights into loyalty programs, digital marketing, and seasonal offers.

#### Mahindra Showroom | HR Policies Study | Project Associate | 3 Weeks

- Examined HR practices, policies, and employee management systems through field visits, gaining insights into real-world HR operations.

### Competencies

Technical	Behavioral	Domain
<ul style="list-style-type: none"><li>Advance Excel</li><li>Microsoft Word</li><li>Basic SQL</li><li>Basic Python</li></ul>	<ul style="list-style-type: none"><li>Leadership Skill</li><li>Time Management</li><li>Critical Thinking</li><li>Problem Solving</li></ul>	<ul style="list-style-type: none"><li>Financial Analysis</li><li>Financial Planning</li></ul>

### Co-curricular Activities

- Organized a 3-day intercollege **cricket tournament**, managing logistics, team coordination, and scheduling.
- Led and executed a **college cultural fest**, overseeing all performances, promotions, and operations.
- Headed the **sports department** for 3 semesters at GIMS, successfully conducting annual **sports day** events.
- Managed **5 parallel sports competitions** during GIMS College Fest, ensuring smooth execution and high participation.
- Conducted a **100-player e-sports tournament**, handling registrations, bracket management, and technical setups.
- Initiated and organized **local mini sports tournaments** in my hometown, fostering community engagement and participation.

### Certifications

- **Understanding Financial Statements:** Company Performance from University of Illinois Urbana Champaign.
- Macroeconomics for Business Management from Fundação Instituto de Administração.
- The Language and Tools of **Financial Analysis** from University of Melbourne.
- Diploma in **Financial Accounting** from Youth Computer centre, Government of West Bengal.
- Introduction to **Data Analytics** through Excel from Rice University.
- **Python** Data Representations from Rice University.
- Work Smarter with **Microsoft Excel** from Microsoft.

### Achievements

- **NCC 'A' Certificate Holder:** Successfully completed NCC training, demonstrating discipline and leadership skills.
- **State-Level Representative (DAV):** Competed at the state level in football, showcasing teamwork and athletic ability.
- **Vice President, Spardha (Sports Club), GIMS:** Led and organized sports events, promoting a healthy and active lifestyle.
- **Active Member, Corporate Resource Centre (CRC), GIMS:** Contributed to corporate engagements and resource development initiatives.
- **Member, Alumni Club, GIMS:** Actively participated in networking and alumni relations activities.
- **Sports & Cultural Head – Graduation College:** Led sports and cultural committees; organized college fests, tournaments, and inter-department events across semesters.
- **Head Boy – School:** Represented the student body; managed discipline, coordinated school events, and led key student initiatives.