



SANJANA JAISWAL

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OBJECTIVE

Detail-oriented finance professional with expertise in financial statement preparation, tax compliance, and ratio analysis. Seeking to contribute strong analytical abilities and technical skills in a dynamic finance role that values accuracy, regulatory knowledge, and data-driven insights.

EDUCATION

Calcutta Business School, Kolkata

Aug 2024 - Present

Post Graduate Diploma in Management

Finance and Marketing- 81.90%

The Bhawanipur Education Society College

June 2021- July 2024

B.Com (Hons)- 6.89 CGPA

INTERNSHIP

M N Khandelwal & Co. (CA Firm) - Finance Intern

June,2025 to July,2025

- Assisted in managing day-to-day accounting operations, including bookkeeping, ledger maintenance, and journal entries, ensuring accuracy and compliance with financial regulations.
- Developed and analyzed financial statements such as balance sheets, income statements for over 20 businesses across diverse sectors.
- Led share certificate reconstruction project covering 20+ years of historical data, recreating missing certificates and financial documents while collaborating with team members to ensure accuracy.
- Filed DPT-3 forms, drafted trust deeds, and prepared various regulatory forms (LLP-3, LLP-4, MBP-1, DIR 8) ensuring Companies Act compliance.
- Facilitated MSME registrations to help clients access government schemes and handled director appointment/resignation processes with appropriate documentation.

Weighmatic India Private Ltd. - Finance Intern

May,2025

- Supported the team in preparing GST-related data and checking invoice accuracy.
- Supported the finance team in recording vendor invoices, rental receipts, and client payments in the accounting system.

PROJECTS

Financial Ratio Analysis – Hindustan Unilever (5-year performance study)

- Conducted a comprehensive 5-year ratio analysis of Hindustan Unilever Limited to evaluate financial performance and stability.
- Assessed key metrics including profitability, liquidity, solvency, and efficiency to identify trends and strategic insights.

Madira House – Business plan for experiential liquor lounge (Runner-up)

- Conceptualized Madira House, a unique two-story experiential beverage hub combining retail and social engagement.
- Presented the pitch to a panel of experts, demonstrating skills in business planning, innovation, and storytelling.

SKILLS

- Technical Skills: MS Word, MS Excel, MS PowerPoint, TallyPrime, PowerBi
- Soft Skills : Time Management, Problem-Solving, Research

ACHIEVEMENTS & CERTIFICATIONS

- PwC Tax Launchpad Programme
- Runner-up: Upreneur 2025 & Mad About Ads competitions