



Puja Pandey

MBA (Finance) BIBS

A MBA fresher enthusiastic, adventurous, creative and good at solving problem. Trying to increase the organization by demonstrating innovation, teamwork, and the ability to take criticism.



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22, September 2000



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SKILLS

Accounting Principles

Equity & Debt Market Instruments

Financial Communication & Reporting

Team management

Customer handling

LANGUAGES

English
Full Professional Proficiency

Hindi
Full Professional Proficiency

Bengali
Full Professional Proficiency

Bhojpuri
Full Professional Proficiency

INTERESTS

Singing

Cooking

Sports

EDUCATION

MBA + PGPFM - Vidyasagar University

Bengal Institute of Business Studies

2024 - Present

74%

B.COM - Calcutta University

Vivekananda College (Thakurpukur)

2022

73%

XII - WBCHSE

Baidhyapara High School

2019

65%

X - WBBSE

Vidya Vikash High School

2017

45%

WORK EXPERIENCE/ INTERNSHIP

NJ India Invest Pvt. Ltd. - Internship

Working as finance intern

08/2025 - Present

Achievements/Tasks

- Handle customer queries and deliver high quality service enhancing customer satisfaction.
- Support daily branch HR & operation, contributing to efficient workflow.

CERTIFICATION

NISM XXI A - PMS

In depth understandings of portfolio management services, securities, investments and other financial services.

NISM VA MUTUAL FUND DISTRIBUTOR

Extensive knowledge of mutual funds, securities, investments strategies, and financial services.

NISM SEBI - Investor Certificate

SEBI Investor Awareness, enhancing knowledge of investor rights and financial markets.

KEY PROJECTS

Summer Internship project report with GRETEX INDUSTRIES LIMITED

- Conducted intensive research regarding Performance Evaluation of Merchant Banks in Post Issue Management.

Glocalization

- Successfully supported me and my team an NGO- run cafe by developing strategy to increase visibility and customer engagement.

ACHIEVEMENTS

Extempore (2nd runner up)

Mega Career Counselling Programme, Extempore speech contest (ICAI)

Glocalisation (Winner)

Demonstrated strategic thinking and problem solving skills by winning this prestigious competitions.