

SUBHAM CHANDRA

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PROFESSIONAL SUMMARY

MBA Finance student with hands-on experience in KYC documentation and client onboarding within the financial services domain. Demonstrated ability to identify documentation discrepancies, ensure regulatory compliance, and support risk assessment processes. Strong foundation in capital markets, financial instruments, and internal control procedures, supported by NISM certifications. Detail-oriented and analytical, seeking to contribute to compliance and risk management functions while strengthening governance standards.

EDUCATION

Bengal Institute of Business Studies	2024-2026
Master of Business Administration	6.56 CGPA
J K College	2020 - 2024
Bachelor of Commerce	7.83 CGPA
Purulia M M High School	2018 - 2020
Commerce	75%

WORK EXPERIENCE

Intern August 2025 - January 2026
NJ India Invest Private Limited

- Assisted in client onboarding, KYC verification, and documentation validation, ensuring data accuracy.
- Supported finance and operations teams by following process guidelines, compliance, and confidentiality standards.
- Maintained and validated client data using MS Excel, improving reporting accuracy and record integrity.

KEY PROJECTS

Client Risk Profiling Analysis

- I studied risk assessment frameworks and financial regulations relevant to client evaluation.
- I analyzed client financial data to identify risk indicators and control gaps.
- I mapped client risk profiles to appropriate financial products using structured analysis.

CERTIFICATIONS

- SEBI Investor Certification
- Mutual Fund Distributor Certification - NISM V-A
- Portfolio Management Services Certification - NISM XXI-A
- Risk Job Simulation - Goldman Sachs

SKILLS

Technical Skills: Regulatory Compliance, AML & CDD, KYC Documentation, Risk Assessment, Financial Instruments, Capital Markets Basics, MS Excel Reporting, Exception Handling, Data Validation, MS Excel, MS PowerPoint, MS Word

Soft Skills: Communication, Attention to Detail, Time Management, Team Coordination, Deadline Handling

Languages: English (Professional), Hindi (Professional), Bengali (Native)

