

ADITYA RAJ ANAND

Noida Sector 75, Uttar Pradesh

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EXECUTIVE SUMMARY

- Encouraging manager and analytical problem-solver with talents for team building, leading, and motivating, as well as excellent customer relations aptitude and relationship-building skills. Proficient in using independent decision-making skills and sound judgment to positively impact company success. Dedicated to applying training, monitoring and morale building abilities to enhance employee engagement and boost performance.

WORK EXPERIENCE

November 2021 -
March 2024

- **Backened Tax Assistant**

Pie Tax, London

- * Processed and maintained accurate tax records, ensuring compliance with local and international tax regulations.
- * Assisted in preparing and filing tax returns, reviewing financial data for accuracy and completeness.
- * Analyzed transactional data to detect inconsistencies and potential discrepancies.
- * Collaborated with senior tax professionals to verify financial documentation and resolve discrepancies.
- * Utilized data management tools to organize and update tax-related information efficiently.
- * Provided backend support for financial audits and prepared necessary documentation.
- * Ensured confidentiality and accuracy in handling sensitive financial data.
- * Assisted in the reconciliation of financial statements to ensure tax compliance.
- * Delivered prompt responses to internal and external queries related to tax filings and compliance.

- **Associate in Business Operation**

Urban Company (formerly UrbanClap), Gurugram

November 2019 -
March 2021

- * Provided product price information to customers. Managed customer relations through communication and helpful interactions.

- * Worked varied hours to meet seasonal and business needs.

- * Maintained relationships with customers to maximize sales opportunities.

- * Answered customer questions about products and services, helped locate merchandise, and promoted key items.

- * Built customer loyalty and retention by delivering excellent service experiences.

- * Handled ticket sales by answering phone calls and responding to emails.

- * Identified customer needs and wants to enhance customer experiences and boost sales

ACADEMIC PROFILE

2024-2025

- **Imarticus Learning - New Delhi**

Certified Investment Banking Operations Programme

Financial Market, Financial Security, Derivatives, Equity, Fixed Income Security, KYC, AML, Trade life cycle, Settlement and reconciliation, Asset management, Corporate action etc

2023-2025

- **Amity University Noida**

Master's of Business Administration - Finance

Pursuing

2017-2020

- **Institute of Management Studies, Noida**

Bachelor's in Journalism and Mass Communication

SOFT SKILLS

- **Soft Skills**

Adaptability: Quick to learn and adjust strategies, keeping up with financial trends and tools

Teamwork: Experience working effectively in teams to deliver high-quality outcomes.

Effective Communication: Capable of clearly articulating financial information to both technical and non-technical stakeholders.

Critical Thinking: Strong ability to analyze situations, break down complex problems and find efficient solutions.

Leadership: Ability to inspire and energize teams to reach their highest potential.

Delegation: Proficient in assigning tasks based on team members' strengths and skills to ensure efficiency.

HARD SKILLS

- **HARD SKILLS**

MS Word: Possess proficiency in function knowledge and demonstrate seamless workflow capabilities.

MS PowerPoint: Skilled in crafting compelling and visually appealing presentations that effectively convey ideas.

MS Excel: Functions such as VLOOKUP, HLOOKUP, conditional formatting, SUMIF, COUNTIF, and COUNTIFS.

LANGUAGES KNOWN

- English: Fluent & Professional
- Hindi : Native

PERSONAL INFORMATION

- Date of Birth : 07-01-1999
- Father's Name : Mr. Raghvendra Anand

REFERENCE

- **Mr. Rakesh Chauhan || <https://www.linkedin.com/in/rakesh--chauhan/> - "Imarticus Learning, New Delhi "**

Soft Skills Trainer

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