



# Sejal Pandey

Greater Noida, Uttar Pradesh

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## Personal Details

- Date of Birth: 24/10/2004
- Marital Status: Single
- Nationality Indian

## Languages

- English (fluent)
- Hindi (fluent)

## Education

• <b>Galgotias University</b> BBA (FIA)	2022-2025
• <b>Inspiration sr. sec. school, Haldwani, Uttarakhand</b> 12th	2020 - 2021
• <b>Inspiration sr. sec. school, Haldwani, Uttarakhand</b> 10th	2019 - 2020

## Experience

• <b>Milestone Financial Hub</b> Finance Intern	1-07-2024 - 30-07-2024
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Worked as a Finance Intern at Milestone Financial Hub, where I gained hands-on experience in mutual funds, including understanding different fund types, and performance analysis. Assisted in client onboarding by verifying documents and ensuring compliance with KYC norms as per SEBI guidelines. Supported the team in preparing investment proposals and reports, while also learning to use financial tools for data management and basic analysis.

## Position Of Responsibility

- Acted as a team leader in multiple group presentation

As a team leader, I was responsible for the contact point for all team members, which also helped me to enhance my communication skills. I also learned to act proactively to ensure smooth team operations and effective collaboration.

## Objective

My objective is to apply the knowledge and hands-on experience gained during my internship at Milestone Financial Hub in KYC compliance, client onboarding, and regulatory procedures. I aim to contribute to efficient due diligence processes while enhancing my expertise in AML and risk assessment within a reputed financial organization.

## Skills

- Ms Excel
- Ms PowerPoint

- Ms word
- Power BI
- Leadership skills
- Decision making skills
- Problem solving skills
- Strategic thinking
- Communication skill

## **Certificate**

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- Certificate by kotak securities (Finance)
- Certificate by TCS (Communication skills)
- Certificate by NIIT (Digital productivity)
- Certificate by great learning (Fundamental of taxation)
- Certificate by great learning (Strategic management)
- Certificate by great learning (corporate governance)
- Certificate by great learning academy (management)

## **A Bit About Me**

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- I'm an enthusiastic, self-motivated, reliable, responsible, and hardworking person. A mature team worker, I adapt well to challenging situations and excel under pressure while adhering to strict deadlines. I believe in working not just hard but smart, optimizing tasks efficiently to achieve the best results. My strong analytical skills, adaptability, and problem-solving approach make me a valuable asset in any professional setting.