

## Permanent Address

Indira Colony, Margherita, Assam,  
786181

## Skills

- Financial Data Review & Data Verification
- Client Onboarding & Documentation Review
- KYC & Regulatory Compliance
- Risk Profiling & Suitability Assessment
- Transaction Monitoring & Process Tracking
- SQL, MS Excel, Python

## Education & Training

*Expected in 04/2026*

### PGDM:

Finance & Operation  
**FOSTIIMA BUSINESS SCHOOL**, New Delhi

*2021*

**B. Tech: 61.46%**

Mechanical Engineering  
**NIET**, Greater Noida

*2016*

**12th: 58.6%**

**VKV**, Baragolai

*2013*

**10th: 74.1%**

**VKV**, Baragolai

## Certifications

- NISM V(A): Mutual Fund Distributor Certification.
- SAP ERP Essential Training
- SAP S/4HANA Essential Training
- Six Sigma White Belt
- Google Project Management (Pursuing)

# Nihal Kumar Singh

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## Experience

### Tea Leaves Farming – Assistant Manager, Operations & Finance

*Assam, India 08/08/2020 - 03/2024*

- Managed day-to-day operational execution, overseeing workforce planning, task allocation, and delivery for a 25+ member team
- Planned and executed seasonal operational activities
- Implemented process improvements that increased production output by 20% through better labor and workflow structuring
- Tracked production output, labor deployment, and vendor related information to support operational monitoring and basic performance analysis

## Internship

### Bajaj Capital

#### Financial Planning Intern

*Gurugram, India (04/2025 - 06/2025)*

- Performed end-to-end **client onboarding processes** including **KYC verification, documentation review, and data validation** to ensure **compliance** with regulatory and internal requirements
- Analyzed **client financial profiles and transaction behavior** to support alignment of suitable investment solutions
- Maintained and reviewed **client financial and transaction records** to ensure **data accuracy** and identify inconsistencies
- Supported **investment-related operational workflows**, including **SIP execution, transaction monitoring, and process tracking**
- Reviewed **client and transaction data** to identify **irregularities** and ensure adherence to internal **compliance standards**
- Coordinated with **internal teams** to resolve onboarding and transaction-related issues, ensuring **smooth process execution**
- Monitored **onboarding timelines** and maintained **process tracking** to ensure timely execution

## Positions of Responsibility

- Led school and college volleyball teams in 10+ inter-college and cluster-level tournaments.
- Core member of the Newsletter the Committee, FOSTIIMA Business School.
- Managed the operational logistics and student discipline to ensure the successful and orderly execution of the 2025 Convocation Ceremony, FOSTIIMA Business School.

## Extracurricular Activities

- Best Player award (Kho-Kho tournament, 2011) among 300+ players.
- Participated in school band for major district and army-led events.