

SUMAN KUMAR SAH

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CAREER OBJECTIVE

A dedicated and detail-oriented professional seeking a dynamic role in finance I want to work with an organization that can give me ample opportunities to grow so that I will be able to help in the growth of that organization and will be able to enhance my skills and my capabilities.

INTERNSHIPS

HDFC Bank Limited | Preferred Relationship Manager|

24-02-2025 to 24-04-2025

Roles & Responsibilities:

- Enhancement and deepening of the existing relationship by cross-selling products and services as per the profile and need of the customer.
- Ensure certification of documentation required for opening and maintaining customer accounts.
- Error-free documentation for all account opening and all customer instructions (Stop payments, FD Closure, etc).

SUMMER INTERNSHIPS

Stuvalley Technology Private Limited | Certified Industrial Accountant |

28-08-2024 to 28-09-2024

Roles & Responsibilities:

- Assist in preparing financial statements and reports.
- Conduct financial analysis and provide insights.
- Help maintain accurate financial records and documentation..

PROFESSIONAL EXPERIENCES

MJ Digital Services Private Limited (Ezeepay) | Customer Support Executive |

02-01-2023 to 05-06-2023

Roles & Responsibilities:

- Handle inbound and outbound customer calls, emails, and chats to resolve issues promptly.
- Assist customers with account setup, KYC verification, payment issues, and transaction status.
- Record and track customer complaints, escalating unresolved issues to the appropriate team.
- Maintain accurate records of customer interactions in CRM systems.

EXTRACURRICULAR ACTIVITIES

- Participated in “Entrepreneur Workshop” conducted by Jaipuria Institute of Management, Ghaziabad
- Participated in 9th “Corporate Summit” held on 24th February by Jaipuria Institute of Management, Ghaziabad
- Participated in “Industrial Visit” conducted by Jaipuria Institute of Management, Ghaziabad held on 27th April 2024

EDUCATION

- MBA (Finance and Marketing) Jaipuria Institute of Management, Ghaziabad. (2023-25)
- B.com, LNMU Darbhanga, Bihar (2019-22)
- 12th BSEB, Patna (2019)
- 10th BSEB, Patna (2017)

KEY SKILLS

- Learning ability
- Time management
- IT Proficiency: - MS-Office (Word, Excel, Power-Point)
- Finance
- Accounting

AWARDS & ACHIEVEMENTS

- Received silver level of certification from NPTEL in Business Statistics (January- April)
- Received silver level of certification from NPTEL in Financial Statement Analysis and Reporting (January- April)

CERTIFICATIONS

UDEMY

- Financial Modeling and Fundamental Analysis (25 Hours)

NPTEL

- Financial Statement Analysis and Reporting (3 Months)
- Business Statistics (3 Months)
- Security Analysis & Portfolio Management (3 Months)

ACADEMIC PROJECT

A study on consumer perception regarding the products of Volume9

Synopsis: - The study focuses on assessing consumer awareness, satisfaction, and factors influencing their purchasing decisions regarding Volume9's product range, including quality, pricing, and accessibility.