

PALAK SARAF

ABOUT ME

Motivated commerce graduate with a strong foundation in finance, taxation and capital markets. Skilled in financial analysis, trade operations, and compliance with exposure to AML/KYC processes. Seeking an opportunity in Investment Banking, Private Equity, or Capital Market Operations to leverage analytical ability, Excel proficiency and regulatory knowledge to support business growth and ensure operational excellence.

EDUCATION

Bachelor of Commerce (Hons.)

Delhi University - School of Open Learning (DU SOL), Delhi
Graduated:2022 | CGPA: 8.5

CA Foundation

The Institute of Chartered Accountants of India (ICAI)
Cleared: July 2021

CSEET

The Institute of Company Secretaries of India (ICSI)
Cleared: May 2021

Senior Secondary (Class 12) | Commerce

Jesus & Mary Academy, CBSE Board - 2019
Percentage: 87%

Secondary (Class 10)

Holy Cross School, CBSE Board - 2017
CGPA: 9.8

SKILLS

- Technical Skills:** Microsoft Excel (VLOOKUP, Pivot Tables, Data Cleaning, Financial Modelling) | Tally (Basic) | Income Tax Filing | Financial Data analysis & Reporting
- Financial & Capital Markets:** Investment Banking Basics(M&A process, valuation methods, financial statement analysis)| Private Equity Concepts (Deal structuring, Due Diligence, Exit Strategies) | Trade Life Cycle (Trade capture, Matching, Confirmation, Clearing & Settlement) | AML/KYC (CDD, transaction monitoring, compliance reporting) | Equity Research (mutual funds, equity markets, ratio analysis)
- Soft Skills:** Strong willingness to learn | Communication | Problem Solving | Teamwork |Time Management

CONTACT

- 7979872916
- palaksaraf7979@gmail.com
- Gurgaon, Haryana

EXPERIENCE

Intern - M/s Om Prakash Saraf (6 Months)

- Assisted in accounting, taxation, and GST/ Income Tax fillings.
- Prepared financial statements & reconciliations.
- Supported KYC checks and compliance documentation.

CERTIFICATIONS

- Masterclass on Financial Modelling 101**- IBS Mumbai (2024)
- CA Foundation** - ICAI (2021)
- CSEET** - ICSI (2021)

EXTRA-CURRICULARS & INTEREST

- Passionate about analyzing companies and learning about new business models
- Interest in stock market & crypto investments
- Continuous learner, exploring new skills in capital markets & compliance

LANGUAGE

- English (Fluent)
- Hindi (Native)
- Spanish (Beginner)