

# Sweta Alok

Email: [aloksweta758@gmail.com](mailto:aloksweta758@gmail.com) | Contact: +91 8298015086



## CAREER SUMMARY

Detail-oriented and analytical PGDM Finance student with hands-on experience in financial analysis, forecasting, equity research, and financial modelling. Skilled in interpreting Income Statements, Balance Sheets & Cash Flow Statements, preparing valuation models, and supporting decision-making through structured analytical insights. Proven ability to work under strict timelines with strong communication and problem-solving skills. Proficient in MS Excel, Power BI, and RStudio, with interest in corporate finance, credit analysis, and investment research.

## EDUCATION

2024 - 2026 **Post Graduate Diploma in Management** Fortune Institute of International Business, New Delhi  
2020 - 2023 **Bachelor of Business Administration** Regional College of Management, Bhubaneswar

## CERTIFICATIONS

Forecasting Using Financial Statements (LinkedIn Learning)  
Excel for Corporate Finance Professionals (LinkedIn Learning)  
Learning Power BI desktop (LinkedIn Learning)  
Winning Back a Lost Customer (LinkedIn Learning)

## INTERNSHIP & EXPERIENCE

**CIP- Strategic Finance Intern | Tata Motors, Sports Department | Jamshedpur, Jharkhand**  
(Apr 28<sup>th</sup> 2025-July 7<sup>th</sup> 2025)

- Assisted in reviewing financial records and tracking expenditure patterns over time.
- Monitored data variations and highlighted unusual or unexpected differences in budget usage.
- Prepared simple financial summaries and reports to support internal decision-making.
- Coordinated with different teams to verify information and maintain accuracy in records.
- Supported documentation and reporting activities under structured timelines.

**Equity Research & Financial Modeling Intern | Finance Veda | Remote**  
(Apr 28<sup>th</sup> 2025-June 30<sup>th</sup> 2025)

- Conducted basic research on listed companies and reviewed public financial information.
- Performed ratio comparisons to understand performance trends and variations.
- Assisted in creating research summaries and internal discussion reports.
- Helped analyse any major changes in company numbers or business patterns.
- Worked with secondary data sources to put together organised and clear analytical notes.

**SIP- Volunteer | Udayan Care | Lajpat Nagar, New Delhi**  
(Jan 2<sup>nd</sup> 2025-Jan 15<sup>th</sup> 2025)

- Supported documentation and expense record updates.
- Helped improve process organisation and paperwork structure.
- Assisted team members in coordinating small activities and tasks.

## ACADEMIC PROJECTS

- STP analysis of SpiceJet
- Equity Research Report of Piramal Enterprise Limited
- Marketing plan for Prestige Thirst
- Trend Analysis and Financial Forecasting of Tata Motors' Sports-Related Expenditures
- CRM Plan Development & Implementation: Designed customer engagement and retention strategies through data-driven insights.

## SKILLS

Data Review & Basic Analysis | Identifying Variations & Pattern Recognition | Documentation & Reporting | Time and Process Management | Coordination & Communication | Business & Market Research | Primary & Secondary Research | Equity Research | Financial Modeling

## TOOLS

Power BI Beginner Level | Microsoft 360 Moderate Level | Python | Canva | RStudio | SQL Beginner Level | CRM Tool

## POSITIONS OF RESPONSIBILITY

- Organized AHOY 2K23 freshers
- Organized Shuttler 2.0
- Class Representative BBA 2023

