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**Mayoshi Basak**

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Ghaziabad



EDUCATION			
Year	Degree	Institute	%
2024-2026	PGDM	Institute of Management Studies, Ghaziabad	9.17 CGPA
2021-2024	BBA	Maulana Abdul Kalam Azad University of Technology, Kolkata	8.25 CGPA
2020-2021	12th	Army Public School, Binnaguri	94.8%
2018-2019	Matriculation	St. James' School , Binnaguri	78.8%
ACADEMIC ACHIEVEMENTS			
<b>Certifications</b>	<ul style="list-style-type: none"><li>NISM Series VIII: Equity Derivatives Certification Examination (February 2025-February 2028)</li><li>KPMG Financial Modeling and Valuation Programme 2025</li><li>Global Immersion Program on Sustainability, Dubai 2025</li><li>Masters in International Business- Summer School Programme - Indian Institute of Management (IIM), Indore 2025</li></ul>		
WORK EXPERIENCE			
<b>Dhanguard LLC</b> (Sept 25-Oct26)	<ul style="list-style-type: none"><li>Consulted clients on company formation in Dubai (Mainland, Free Zone) and advised on suitable business structures.</li><li>Assisted with trade license applications, visa processing, and regulatory documentation required for business setup in the UAE.</li><li>Coordinated with clients and internal teams to manage documentation, process tracking, and timely business setup execution</li><li>Maintained strong client relationships and provided post-setup support.</li></ul>		
INTERNSHIP PROJECTS			
<b>AIM India Pvt Ltd.</b> (May25-Jul 25)	<ul style="list-style-type: none"><li>Profile: Finance</li><li>Industry : BFSI</li><li>Worked under the Finance profile to understand life insurance solutions offered by IndiaFirst Life</li><li>Client profiling, Excel-based ROI models, and lead conversion</li><li>Tools used: MS Excel, Google Forms, IndiaFirst product portal</li><li>Created a numeric policy sheet for all clients— enabling simplified decision-making</li></ul>		
POSITIONS OF RESPONSIBILITY			
<b>Responsibility</b>	<ul style="list-style-type: none"><li>Head Coordinator at AIMA 2026</li><li>Head Coordinator at Melange (Annual Institute festival at IMS Ghaziabad) 2025</li><li>Class Representative of Section E</li><li>Treasurer of the Student Affairs Initiative Committee</li><li>Core Member of the Finance club at IMS Ghaziabad</li><li>Core Member of the Academic Initiative Committee at IMS Ghaziabad</li></ul>		
CO-CURRICULAR ACTIVITIES			
<b>Activity</b>	<ul style="list-style-type: none"><li>Melange -Annual Cultural Fest IMS Ghaziabad, Secured first position in Best out of Waste</li><li>Khelo IMS 2026– Annual Sports IMS Ghaziabad, Awarded with Winner in Tug of War</li><li>Scintilla – Annual Cultural Fest at Jaipuria Noida, , Secured first position in T-Shirt Painting</li><li>AIMA National Level- Secured First Runners-Up, Pune, Maharashtra</li><li>Samagam –Inter club competition ,IMS Ghaziabad, Awarded with Winner in Finacle</li><li>Inter College Badminton Championship, Silver Medalist</li><li>Smash 2.0 - Intra College Badminton Tournament, Awarded with Winner</li><li>Badminton (District Level), Bronze Medalist</li><li>Badminton (State Level), Silver Medalist</li></ul>	<ul style="list-style-type: none"><li>2026</li><li>2026</li><li>2026</li><li>2025</li><li>2025</li><li>2024</li><li>2024</li><li>2024</li><li>2023</li></ul>	

**DECLARATION**

I hereby declare that all the information given above is true and correct to the best of my knowledge and belief.