

Vairabi Das

Finance

📍 Ghaziabad 📞 6295978706 📧 vairabiridas@gmail.com

Summary Postgraduate with specialization in Finance possessing strong knowledge of banking norms, customer relationship management and transaction processing. Adept at supporting administrative and operational activities, maintaining documentation accuracy, and delivering quality customer service Seeking an opportunity in retail banking, operations, or relationship management to contribute to organizational efficiency and growth.

Experience **Zinnia Digital Service Ltd.** **May - July**
Intern Gurugram

Title: Impact of Customer Data on Platform Functionality and Performance

- Assisted in handling customer data and feedback, supporting service quality improvement initiatives.
- Analyzed customer satisfaction metrics to enhance operational efficiency and client experience.
- Supported daily operational reporting and administrative coordination.
- Worked closely with teams to ensure process adherence and data accuracy.
- Recommended structured approaches for customer data management, aligning with compliance and operational standards.

Education **I.T.S School of Management** **2024 - 2026**
Finance and Marketing Post Graduate Diploma in Management (PGDM)

St. Xavier's College, Rajganj **2019- 2022**
Commerce B.com (Accounts Honours)

Kendriya Vidyalaya A.F.S Bagdogra **2019**
12th Commerce

Kendriya Vidyalaya A.F.S Bagdogra **2017**
10th

Projects **KRBL Ltd.**
Live - Project

Sales Growth during BIG Festival Period (India Gate - Uplife product)

- Assisted in business development and sales activities to enhance product performance during a high-demand festival period.
- Engaged with customers to understand requirements and support informed purchasing decisions.
- Tracked daily sales performance and maintained accurate transaction records.

Volunteering **Summer Immersion Project(SOIP) : BIO- G Trust**

Co- Scholastic **Marrecus**
Treasurer

Vibgyor
Joint Secretary

Skills **Technical Skills**
MS Suite (MS Word, Excel, Power Point, Outlook)

Canva (Presentation)

Soft Skills
Communication & Interpersonal Skills

Adaptability & Problem Solving

Time Management

Team Collaboration

Interests **Travelling**

Dancing

Sports

Certification **Completion in SEBI - Investor Examination**
NISM

Barclays Lifeskills Programme

Business Statistics using Python

2 Days workshop on AI and Digital Marketing

Business Excel by SYBGEN

Awards **Enthuxia - Sport Club** **2026**
2nd Position

The Sankriya- The operation Club **2025**

Finventure - Finance Club **2025**
3rd Position

Sportify : Sport Club **2024**
1st position

Corporate Business Organized by Xaviers Business School Kolkata **2022**
2nd Position

Languages **English**

Hindi

Bengali