**Prangyan Jyoti Mena**

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# EDUCATION

# Christ University, Bengaluru, Karnataka

Bachelor Of Business Administration (Finance and International Business) **August 2022 – May 2025** Percentage: **65%**

# St. Claret School, Borjhar, Assam August 2020 – April 2022

Senior Secondary, Commerce

Percentage: **73%**

# St. Claret School, Borjhar, Assam April 2019 – March 2020

Matriculation

Percentage: **70%**

# EXPERIENCE

# Assam Gramin Vikash Bank, Guwahati, Assam May 2024 – June 2024 Finance Intern

* Ensured accuracy and security of mortgage registers by updating past **6** months of data.
* Streamlined data processes, conducting thorough data entry and verification for SHG loan sanctions, boosting accuracy by **15%** and reducing processing time by **20%**.
* Delivered administrative support and gained in-depth knowledge of banking operations, contributing to efficient office functioning.

# She AS A Virago Foundation, Bengaluru, Karnataka April 2023 – March 2024

“Project Blaze”, Volunteer Member

 Mentored **20+** underprivileged students in life and technical skills and support their participation in the Career Fair.

# St. Claret School, Borjhar, Assam April 2017 – March 2018

Student Representative of Blue House

* Lead a group **64** students in Annual Sports week march-past.
* Acquired knowledge about people management by supervising **3** extracurricular events during the academic year.

# PARTICIPATIONS

* Participated in a quiz event at **Inter Deanery level Quiz of “Blossoms 2023”.**
* Participated in a inter college quiz event **“Econ Mastermind”** at Christ University, Hosur Road, Bangalore.

# ACADEMIC PROJECTS

 **Student Responsibility Project:** Volunteered for one week at **Sarvoham Animal Foundation**, aiding rescued animals' care. Enhanced care, improved lives, and stronger bonds with rescued dogs.

# CERTIFICATIONS

* Cleared Level 2 Award in Fundamental of Financial Services by CISI.
* Financial Modeling and Forecasting Financial Statements By NASBA.
* American Staffing Association Corporate Recruiting Professional Certificate.
* QuickBooks Online Essential Training By NASBA.
* Completed Global Finance and Business Management Job Simulation at JPMorgan Chase & Co.
* Introduction to Generative AI By Google.
* Earned Indian Economy: Some Contemporary Perspectives certification (NPTEL).
* Introduction to Microsoft Excel by Coursera Project Network**.**

# SKILLS

* Microsoft Office Suite (Word, Excel, PowerPoint)
* Financial Statement Analysis
* Financial Modeling
* Talent Management
* Data Cleaning
* Power BI
* Market Research
* Interpersonal & Communication
* Analytical Ability

**Language:** English, Hindi, Assamese, Odia

# OTHER INFORMATION

* Volunteered in an **NGO “SHE AS A VIRAGO”** for distributing handmade blankets to **9+** homeless people in Bengaluru.
* Participated in 2 environmental clean-up drives conducted in School during “**Environment Day”**.