

SANJANA N KASHYAP

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Summary

Final-year BA Economics and Political Science student with strong analytical and execution skills. Experienced in payments processing, cash investigations, reconciliations, and basic settlements, with academic grounding in microeconomics, statistics, international relations, and corporate finance. Skilled at structured problem solving, Excel-based reporting, stakeholder communication, and timely escalation. Actively engaged in leadership, volunteering, and team coordination, now seeking to contribute to operations, trade lifecycle support, and client onboarding/KYC work.

Education

Mount Carmel College <i>Bachelor of Arts in Economics & Political Science- Aggregate 78.14% (till 4th semester)</i>	2023 - 2026
Mount Carmel College <i>PU, Business/Commerce, General - 90.06%</i>	2021 - 2023

Relevant Coursework

- Microeconomics
- Macroeconomics
- Mathematical Tools For Economics
- Mathematical Economics
- Statistical Methods For Economics
- Business Ethics
- International Relations
- Human Resource Management
- International Economics
- Banking Innovation and Technology

Job Simulations & Certifications

Goldman Sachs- Operations - (Forage Job Simulation)

- * Completed a two-task program simulating Operations Analyst work at Goldman Sachs. Practiced payments and cash investigation workflows, trade settlement reconciliations, client communications and timely escalation, and root-cause analysis using SOPs while reviewing benchmark solutions. Strengthened attention to detail, risk awareness, and process discipline across the trade lifecycle.

Goldman Sachs – Risk- (Forage Job Simulation).

- * Finished a two task simulation focused on risk at Goldman Sachs. Quantified market, credit, and operational risks; ran scenario and stress analyses; tracked exposures against limits; defined KRIs and incident categories; and produced risk reports reviewed against exemplar solutions. Improved Excel based analysis, analytical reasoning, and process rigor.

Skills

Technical Skills: Microsoft Office Suite (Excel, PowerPoint, Outlook, Word, Teams).

Soft Skills: Critical Thinking, Attention to Detail, Team Coordination & Collaboration, Human Resource Management, Analytical Thinking & Problem-Solving, Professional & Interpersonal Communication, Time Management , Event & Stakeholder Management, Documentation & Data Entry.

Extracurricular Activities

- * **Core Team Member, Student Council Resources** - Coordinate resource planning and logistics for campus events, managing inventories, vendors, and request workflows across student clubs and administration.
- * **Member, Humanities Association** - Coordinated and supported academic and cultural events, managing schedules and liaising between organizing teams and participants.
- * **Volunteer, Hospitality Committee (Anikethana)**- Managed guest coordination, logistics, and stakeholder engagement during large-scale college fest events.
- * **CommE Member, The Book Club** - Assisted in event planning, scheduling, and communication for book readings and literary sessions.
- * **Volunteer, Going To School(NGO)**- Facilitated storytelling sessions and supported experiential learning programs, enhancing communication and engagement skills with diverse age groups.