

Saheen Parween

To secure a challenging and rewarding position in a professional organization that aligns with my skills and knowledge to contribute to the success of the company

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KNOWLEDGE PURVIEW

- Financial Reporting
- Individual Taxation (ITR1, ITR2)
- Financial Planning Management
- Documentation & Presentations

SOFT SKILLS

- Team Player
- Communicator
- Stress Management
- Problem Solver
- Planner

IT skills

- MS Office
- Tally
- Internet Application

PERSONAL DETAILS

- Date of Birth: 24th March 2000
- Languages Known: English, Hindi, Bengali
- Address: Siliguri, WB

PROFILE SUMMARY

- Team Leader for Academic project 'Impact of ecotourism on consumer buying behavior for green brands on millennia' in Indus Business Academy where my role was to do an analysis of all the primary data we received from the questionnaire.
- Active member of the Library Committee at Indus Business Academy – Collecting the various articles by business leaders, CEO, Top institutes Newsletter and Top institute's research papers and making them available in the library to all the students.
- Member of Event Committee at North Bengal St. Xavier's college, helped in conducting 'Xtravaganza' in college, 2019 where my primary responsibility was to attract sponsors.

CERTIFICATIONS

- Certified in 'The complete Financial analyst' course by Udemy, Learning Fundamentals of financial analysis using excel, Application of Pivot table in financial analysis, financial modeling in excel – 2022.
- Completed 'Basics of Microsoft Excel by Udemy, Learning various Shortcuts, Pivot tables, Macros, Functions – 2022.
- Certification in "PWC tax virtual experience program" by Forage.
- Received certification in 'Basics of Financial accounting', Learning key accounting principles, journal entries, ledger posting, Bank Reconciliation statement, financial statements – 2022

Degree	Year	Institute	%/CGPA
PGDM	2021-2023	Indus Business Academy, Bangalore	6.48/10
B. Com.	2017-2020	North Bengal St. xavier's college, rajganj	65.13%
Class XII	2017	Delhi public school, siliguri(CBSE)	64%
Class X	2015	Kendriya vidyalaya, sukna(CBSE)	8.6/10

INTERNSHIP

June'22- August'22 at Agarwal Jyoti and associates as Finance Intern

- Filed more than 10 GSTRs for small enterprises and 10 ITRs for salaried individuals. Went for stock audit with the senior Audit intern.
- Prepared financial statements from tally to excel.
- Preparation of bank statements every month for 10 salaried individuals and 10 large scale enterprises. Rectifying the error and clearing of suspense accounts.
- Managed 10-15 small enterprises clients every month to rectify and verify their bills/data (vouching).

PROFESSIONAL EXPERIENCE

October'20- March'21 at Alam Enterprises as Data Entry Clerk

- Daily maintenance of purchase book and sales book of boulders purchased and material sold in Tally.
- Keeping check on bills on day to daybasis. Making excel sheet for the same.
- Made online transactions to Creditors by RTGS, NEFT, IMPS.
- Maintaining the transaction details and reported it to the senior authority with my useful feedbacks at the end of every month.

ACADEMIC PROJECTS

- Theme paper "A study on tax savings through old tax and new tax regime". This paper discusses about the Indian income tax savings through old tax regime and new tax regime.
- Participated in "Global Immersion Programme – Dubai, 2023". Attended a highly-esteemed international event, where I made invaluable connections and gained invaluable insights.