

SETU SANTUR

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EDUCATIONAL QUALIFICATIONS

Qualification	School/College	Place	Year
MBA RM+ Finance	KIIT School of Rural Management	KIIT University	2021
PGDCA	Vedanta Foundation	Vedanta Foundation	2018
B.COM	ST. Xavier's College , Patna	Magadh University	2018
Std. XII	Mother's International Academy	CBSE	2015
Std. X	ST.M.G. Public School	ICSE	2013

- Corporate Finance Institute® (CFI)
- Accounting Fundamental, Accounting · (2020 - 2020)
- ICT Academy
- Great Learning- Business Finance Foundations , Corporate Finance
- Certificate, GST · (2020)
- Asian Development Bank Institute
- Certificate, Nonprofit · (2020)

KEY SKILLS

Analytical thinking, planning

Strong communication

Accuracy and attention to

Organization and prioritization

Problem solving

Team leadership

PROFESSIONAL EXPERIENCE

Sr No.	Company	Date	Title / Summary
1	VodafoneIdea Shared Services Pvt.Ltd (Ahmedabad , Gujarat)	13 th Dec 2022 - Present	Revenue Accounting- Specialist Work with Order to Cash , Taxation , R2R teams Perform backfill and support to other accountants in the team. Post-paid and Prepaid Sim revenue calculation for three states . Using CPOS , SAP, Amdocs , MS Access , Ms office . Monthly Closing and Opening of revenue.
2	Big Basket -A TATA Enterprise (Patna ,Bihar)	1 st July 2022 - 10 th Dec 2022	Finance Operation Report working from Darwinbox Assisting in day-to-day operations & reporting using Excel . Raising PO ,Coordinating with vendor, MRP Updates , GRN
3	Reliance Retail Limited (Navi Mumbai ,Mumbai)	28 th April ,2021 - 30 th June 2022	Management Trainee Operation Working on 5S and Kaizen techniques. Report working from SAP and analysing them . Assisting in daily operations & reporting using Power BI . Gaining knowledge of warehouse Inwards , Outwards, Dispatch , Last mile delivery .

PERSONAL INFORMATION

- Languages known: English, Hindi
- DOB – 19/08/1997
- Sex- Male

PROFESSIONAL INTERNSHIPS

Sr No.	Company	Date	Title / Summary
1	NavJyoti India Foundation	August, 2020- March, 2021	Impact of online and offline study Extensive research on students using data from google survey form with sample size of approximately 800. Used this to identify student's preference, effectiveness of online mode and major problem faced by students.
2	Aha Education	August, 2020- October, 2020	Data Collection Maintaining Database for CBSE schools for the purpose of contacting them for awarding the best teacher in schools. Used this opportunity to enhance my skills on tools like excel , word, notepad++ .
3	BIHAR STATE MILK CO- OPERATIVE FEDERATION LTD. (COMFED)	March ,2020 - April, 2020	Procurement Of Milk Identify and escalate issues related to procurement to Sr. Director. Identify sources of supply for packaging components. Maintained accurate analytics of the dairy commodity market to provide regular industry updates.
4	AGHA KHAN RURAL SUPPORT PROGRAM (INDIA)	October,2019- November 2019	Project Mehssa Survey around (60 households) to collect data and analyse demography, per capita income, money saving practices, source of income, occupation etc. Used above data for problem identification , identifying livelihood opportunities for the villagers, creating micro plans for alternate income sources.
5	MGNCRE (Mahatma Gandhi National Council of Rural Education)	October,2019- November 2019	Research Project Done a research on sanitation management, ODF using PRA Tools, Survey etc. Collected information about sanitation practices, spread awareness about Swachh Bharat Abhiyan by showing them a videos on sanitation practices.

VOLUNTERING

IMPRI (IMPACT AND POLICY RESEARCH INSTITUTE)
Volunteer4India

TECHNICAL SKILL

MS Office. Word,
Excel, Powerpoint,
Outlook, Access,
OneNote. notepad++

Google Drive. Docs,
Sheets, Forms, Slides.

Social Media. Facebook,
Twitter, LinkedIn, Instagram,
posts, giveaways, customer
interaction.

Email. Filters, folders,
mail merge, rules.

Spreadsheets. Excel, Google
Sheets, OpenOffice,
comparative analyses, pivot
tables, vlookup, link to
database, hlookup.