

Palak Jain

07/09/2002

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EDUCATION

2020 – 2023	H.R COLLEGE OF COMMERCE & ECONOMICS Bachelors of Commerce (Accounting and Finance) Percentage/CGPA Secured – 9.50	Mumbai, Maharashtra
2018 – 2020	H.R COLLEGE OF COMMERCE & ECONOMICS Higher Secondary Certificate Percentage Secured – 88.67%	Mumbai, Maharashtra
2006 – 2018	VILLA THERESA HIGH SCHOOL Secondary School Certificate Percentage Secured – 93.80%	Mumbai, Maharashtra

CERTIFICATION

- **CFA LEVEL 1 (November, 2022)**
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EXPERIENCE

Fourth Signal Pvt. Ltd.

Mumbai, Maharashtra

Associate Consultant

June 2023- Current

- Working on SAP Treasury Risk management (SAP TRM) primarily on borrowings products related to Bank debt, Market debt.
 - Consultant (New implementation + Support) for L&T Finance: project- Book value (90000cr), 5 Co codes, 20+ Product types, Bank debt, market debt, and 50 plus custom reports.
 - Serving multiple clients (NBFCs) by Compiling and analyzing requirements from clients and converting them into detailed SAP TRM Functional documents.
 - Testing of various regulatory reports and assisting the clients in UAT for new requirements. Worked on providing support for incident/defects and resolving them on priority to ensure smooth running of the system.
 - Worked on Implementations of Treasury Demerger of 3 leading NBFCs- Tata Capital Ltd, L&T Finance Holdings Ltd & Tata Motors Finance Ltd.
 - Current point of contact for Client support at Axis Finance & Tata Motors Finance Ltd.
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Karigari: Curating Experiences

Mumbai, Maharashtra

Research and Development Intern

Sept 2021- March 2022

- Business development through LinkedIn and Instagram.
 - Facilitated informative research reports so as to keep the company updated with the market trends.
 - Trained a team of 4 social media and Marketing interns. Researched possible future opportunities and new markets.
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Y-tech International

Mumbai, Maharashtra

Research assistant

April 2019- Sept 2019

- Managed and communicated with clients approaching the firm via IndiaMart and Justdial platforms.
- Prepared reports on a daily basis owing to the fluctuating market prices of various metals associated with the firm.
- Contacted customers via calls and Emails for their feedback on service that led to improvement of customer service.
- Performed miscellaneous job-related duties as assigned.

Salem Steel Industries**Mumbai, Maharashtra****Operations Intern****May 2018- Feb 2019**

- Provided service to 40 clients- daily (answer phone calls, solve queries, collect feedbacks)
- Solely handled the generation of bills on M.S. Excel throughout the working period which led to the smooth functioning of the organization.
- Supervised the processing and management of accounts receivable and payable with clients and ensured timely payment of bills using Tally.
- Used networking via E-mail and sent across 100+ mails on a daily basis and found potential clients for generating more business.

ACHIEVEMENTS

2018-2019 **Awarded 'Outstanding Performance award'** for contribution to the Rotaract Club of H.R College of Commerce & Economics

2020-2022 **Secured 'A' Grade** for all semester examinations for scoring 9+ pointer in every exam.

VOLUNTARY EXPERIENCE**Rotaract Club of H.R. College****Mumbai, Maharashtra****2018-2019**

General Body member:

- Participated in various community service projects like 'The Lunchbox', 'Tak Dhinak Dhin', 'Aashayein: Adopt a village'
- Helped in coordination of various Inter School Competitions like 'We are the World', 'Vogue', etc.
- Been a member of various organizing committees for several large-scale projects.

OTHER

- **Soft Skills:** Fluent communication, Leadership, Teamwork, Initiative, Problem solving, Work ethic
- **Technical Skills:** Microsoft Excel (Intermediate), Word, PowerPoint, Tally Accounting Software
- **Interests:** Enjoy reading personality development and business novels
- **Languages:** English (Advanced), Hindi, Marathi