

LAKSHAY BAJAJ

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Address: Kolkata, West Bengal | Reliance Foundation Undergraduate Scholar

EDUCATIONAL QUALIFICATIONS

Course (Stream)/Examination	Institution/University	Year of Passing	Performance
CS Professional	The Institute of Company Secretaries of India	2026	Result Awaited
CS Executive	The Institute of Company Secretaries of India	2025	AIR 11 400/700
B.COM (Hons. with Research)	St. Xavier's College (Autonomous), Kolkata	2027	Pursuing CGPA - 8.31
CSEET	The Institute of Company Secretaries of India	2024	156/200
Class XII (CBSE)	Kendriya Vidyalaya, New Delhi	2022	94.75 %
Class X (CBSE)	Oscar Public School, New Delhi	2020	94.25 %

PROFESSIONAL EXPERIENCE

- **Finance Intern, TATA Steel Ltd** (June 2024 – July 2024)
 - Conducted comparative financial analysis of **10 competitor companies** using annual reports and MS Excel.
 - Performed ratio analysis to assess **profitability, liquidity, and operational performance** across competitors.
 - Synthesized financial insights into concise analytical reports to support strategic evaluation.
- **Founder’s Office Intern, Week’nd Techpro Pvt. Ltd.** (July 2025 – April 2026)
 - Conducted market research across **150+ restaurants** to identify strategic partnership opportunities.
 - Built and maintained Excel-based partnership trackers while coordinating with **30+ restaurant partners**.
 - Recommended data-driven marketing strategies and streamlined operational data management.

AWARDS & ACHIEVEMENTS

- AIR 11 – CS Executive (June 2025)
- Reliance Foundation Undergraduate Scholar
- Secured the highest academic performance in the B.Com[Hons.] Department.

POSITIONS OF RESPONSIBILITY

- **Sub-Committee Member | Discipline Committee | Cofradia’26**
 - Served as a Sub-Committee Member of the Discipline Committee for Cofradia '26, managing event discipline and participant coordination.
 - Supported event logistics, crowd management and coordinated with teams to ensure smooth event execution.
- **Campus Ambassador | Physics Wallah**
 - Promoted Physics Wallah initiatives through campus engagement and student outreach activities.
 - Strengthened brand visibility by connecting students with educational programs and events.

CORE COMPETENCIES

- **Companies Act, 2013, Corporate Governance, Secretarial Standards, SEBI Regulations, FEMA, Due Diligence, Corporate & Legal Research, Corporate Compliance, Financial Statement Analysis, Corporate Restructuring, Secretarial Audit, Insolvency & Bankruptcy Code, Financial & Strategic Management, ROC Compliance**
- **Technical Skills** - Microsoft Excel, MS Word & PowerPoint, Tally Prime, Basic Python
- **Professional Skills** - Legal Drafting & Documentation, Analytical Thinking, Stakeholder Management, Business Communication, Attention to Detail, Time Management