

AYAN SAHA

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Kolkata, West Bengal

CAREER OBJECTIVE

An aspiring Company Secretary seeking a Management Trainee opportunity with a reputed organization to develop expertise in corporate laws, secretarial and regulatory compliances, corporate governance, and legal matters while gaining hands-on experience and contributing to the organization's growth and success.

EDUCATIONAL QUALIFICATIONS

YEAR	EXAMINATION	INSTITUTION	MARKS	%
June 2026	CS Professional G1 & G2	Institute of Company Secretaries of India	363/700	51.85%
December 2024	CS Executive Group 1	Institute of Company Secretaries of India	207/400	51.75%
June 2024	CS Executive Group 2	Institute of Company Secretaries of India	203/400	50.75%
2025	B. Com (Hons.)	University of Calcutta	6.619	CGPA
2022	Class XII	Satish Chandra Memorial School	471/500	94.2%
2020	Class X	Satish Chandra Memorial School	412/500	82.4%

TECHNICAL & IT SKILLS

- Well-versed with the provisions of the **Companies Act, 2013** and **SEBI Regulations**.
- Basic knowledge of regulatory portals and websites including **MCA, SEBI, GST and Income Tax**.
- Basic proficiency in **Basic AI Tools, MS Word, MS Excel, MS PowerPoint**.
- Strong analytical, research, and documentation skills.
- Effective written and verbal communication skills.
- Team Player.

CERTIFICATIONS

- SEBI Investor Awareness Test- NISM
- Internal Audit Job Simulation - Goldman Sachs
- Strategy Consulting Job Simulation – Boston Consulting Group
- Legal writing and Research Certification Program- Reliance Foundation
- Basic AI certifications- Microsoft
- 30 days Executive Development Program (EDP) - ICSI

ADDITIONAL INFORMATION

- **Languages Known:** English, Hindi, Bengali
- I participated in the school Science Fair for four years, demonstrating strong teamwork, collaboration, and problem-solving skills in group projects.
- Able to perform efficiently under pressure.
- Quick learner with proactive attitude towards acquiring new knowledge and skills.