

Neilank Das

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OBJECTIVE AND SKILLS SUMMARY

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective. Offering exceptional interpersonal interaction and conflict resolution skills. Highly organized and motivated, with a renowned ability to motivate, inspire, and direct others in a supportive environment. Familiarity with maintaining records and reports, as well as complying with administrative standards.

CORE SKILLS

Varied knowledge on economic theories and financial accounting	Exceptional verbal and interpersonal communication
Information retention, rearticulating and data analysis	Languages known – English, Hindi, Bengali, Spanish (Elementary Proficiency), Swahili (Limited Working Proficiency)
Motivating, inspiring, and supporting others	Expert in Microsoft Word, Access, Excel & PowerPoint
Record keeping, filing, and documentation	Intermediate Proficiency in STATA and R

EDUCATION

Bachelor of Arts, Economics

Graduating in May 2018

International Student (OPT Eligible)

Michigan State University, East Lansing, MI

Major GPA - 3.6, Cum. GPA - 3.1772

Dean's List – Fall 2016, Spring 2017, Summer 2017, Fall 2017

International Baccalaureate/High School Diploma

May 2013

International School of Tanganyika, Dar-Es-Salaam, Tanzania

INTERNSHIP / VOLUNTARY SERVICES HISTORY

Financial Intern

Feb 2015 - Jun 2016

Mitshuoshi Corporation, India

- Monitoring Project Accounting and Cash Flow for the company
- Participated in discussion with Banks for Project funding.

Part-Time Database Researcher

Nov 2015 - Jan 2016

MergerMarket (Now Acuris) Group, Hong Kong, China

- Tracking global corporate health including mergers, takeovers etc.
- Analyzed and arranged database for the company.

Communications Chair

Jan 2014 - Jan 2015

Kappa Sigma Fraternity, Delta Psi Chapter, East Lansing, MI

- Managed Intra-fraternal communications, national's communications and overall relations of the fraternity with other Greek and non-Greek organizations.

EXTRA CURRICULAR ACTIVITY

- Alumni of Kappa Sigma Fraternity - Delta Psi Chapter

MSU, East Lansing, MI

- Group Vice President for The **United Nations High Commissioner for Refugees** Service Organization.

Dar-Es-Salaam, Tanzania

- Group President for **Act for Africa** International Service Organization.

Dar-Es-Salaam, Tanzania