

BATSARAN ENKHTAIVAN

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SUMMARY

Analytical, detail-driven finance candidate (BA in International Relations) with hands-on finance ops, cash handling, and Excel-based analysis experience. Two years of full-time HR/Finance Assistance alongside studies; strong quantitative foundation (A-Level Math). Aiming to transition into financial analysis/FP&A and pursue graduate study in finance, and pursue CFA. IELTS 7.0 in 2021.

FINANCE EXPERIENCE

HR & Customer Service/ Finance Assistance

Apr 2023 - Sep 2025

- Manage cash handling, payroll preparation, and end-of-day reconciliations ensuring 100% accuracy in daily accounts.
- Maintain balance sheets and employee attendance records using Excel.
- Assist in salary distribution and recruitment coordination, streamlining onboarding for new staff.
- Provided internal training for new employees and ensured compliance with hygiene, safety, and labor regulations.

CCTC – Finance Operations (Student Organization)

Sep 2023 - Sep 2024

- Built and maintained balance sheets and monthly expense trackers in Excel; supported budgeting for operations.
- Consolidated receipts and cash logs
- Prepared short PPT finance updates for leadership, enabling faster decisions on events spending.

CUBE – Finance Operations (Student Organization)

Oct 2023 - Apr 2024

- Assisted on cash flow planning for competitions and events; tracked budget vs. actuals and flagged variances
- Partnered with Social/Team leads to set event budgets, cutting non-essential costs/semester.

EDUCATION

BA International Relations

Sep 2022 - Feb 2026

International Relations specialization in European Integration. Focused in Economics, International economics

- Electives: Business and Applied Economics, Cases on Business Economics
- Electives: Digital Disruption - Sustainability studies

GMAT: Currently in preparation - results by January

ADDITIONAL INFORMATION

- **Skills:** Project Management, Structural Analysis, AI usage for ad making, Canva, Microsoft
- **Languages:** English C2, Mongolian Native, French, Spanish, Hungarian A1.
- **Certifications:** Future Forward Green (EU co-founded) - Youth Exchange
- EU SECURE PROJECT - EU POWER (STRATEGIC AUTONOMY) IN A MULTIPOLAR WORLD
- EUSecure: Interdisciplinary training on EU security, resilience and sustainability.