

# Resume

## Amitabh Ranjan

Gender : Male  
Date of Birth : 08/22/1979  
Contact No : 6789796497  
E-mail contact : amitabh.ranjan22@gmail.com  
Contact Address : 8619 Timberlake Dr, Riverdale, GA-30296  
US Resident Status : Permanent Legal Resident (Green Card) since January 2017

### Objective

To pursue a career in IT field in an organization wherein I can contribute towards the growth of the organization as well as embark on a stimulating journey of learning.

### Skills & Abilities

- ASTQB certified Agile tester foundation level
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- Working knowledge of database management system of investment bank operation like - Reference Data Ops system, Customer Master Support, NTPA(New Trade Processing Architecture)

## **Professional Experience**

- **January 2019 – February 2020**

Worked as an “Admin Associate” for “GC Ingredients Inc” based in Atlanta which deals in custom food blend. My work profile included:

- Paperwork of daily production which included calculating and entering the product quantity in quick book used by production department.
- Making sales order in quick book for every outgoing shipment.
- Working with warehouse people to make sure that right product with correct lot code& quantity went out as per sales order.
- Receiving the inbound shipment/raw material in quick book in accordance with the warehouse inbound shipment document.
- Preparing certificate of analysis for every production with the data provided by the QA team & sending it to customer with every outgoing shipment.
- Maintaining all the required documents (like kosher certificate, liability insurance, FDA certificate, audit report etc) for each raw material through communication with all the vendors.
- Calculating weekly working hours for all the hourly based employees and sending it to temp-service for their weekly salary.
- Supervising hourly-based employees for their clock-in/clock-out time for any discrepancy.

- **February 2018 - January 2019**

Worked as a cashier/Manager in a gas station (Washington Investment Properties, Roosevelt Highway, GA)

- **March 2017 – December 2017**

Worked as an “Inventory Manager” in a liquor Store (New South Package Store, Riverdale, GA).My work profile included:

- Engaging with various vendors dealing in liquor supplies in order to maintain an up-to-date stock.
- Dealing with sales person in order to assign the sales price as per cost.

- Completing paper work of all the cash/card transaction of liquor sale on daily basis.
- Completing paper work of all the cash/card transaction of check-cashing which was subsidiary part of the liquor store business.
- **February 2012 – December 2016**  
Managed day-to-day operation of family owned gas station in my home town in India.
- **July 2009 - February 2012**  
Worked as an “Analyst” in “Reference Data Client Process” with “Eclerx Services Ltd, Pune, India) under capital market vertical for investment banking client “Credit Suisse”. My work profile included:
  - Processing client request for London, NY, APAC, and EMEA region and creating trading accounts for NTAP Ldn, NTPA NY, Omgeo Alert, Global Oasys system as per International Equities and Fixed Income relationship and maintaining client database in accordance of CMS (Customer Master Service).
  - Maintaining **SLA** deadline on a daily basis as the process was “LIVE”.
  - Interacting with “Credit-Suisse” middle office (NY, London, Singapore) on a daily basis to open its counterparties trading accounts using various Credit-Suisse’s internal application.
  - Handling data related queries pertaining to account set-up.
  - Preparing documents for supporting the process.
  - Conducting the process knowledge training plan for the team.
  - Preparing global check-list report at the end of the day.
  - Handling daily outstanding & CMS v/s OPPS break report.

## **Recognition & Award**

- Received best performance award by “Eclerx Services Ltd” for excellence in the process (Reference Data Client).
- Logged process improvement idea and got recognition from the quality team.

## **Projects Undertaken**

- Company: Reliance Money Limited, Pune, India. Project Profile included:
  - Working under the cluster head in league with the centre manager which involved Sales and Distribution of financial products.
  - Analysis of expectation and experience of the customer along with sales and promotion of the financial products of Reliance Money.
- Duration: 2 Months
- Achievements:
  - Exceeded sales target by 50% in a short span of 2 months.
  - Received appreciation letter from Reliance Money Ltd for exceeding sales target.

## **Academic Qualification**

- Master of Business Administration (PGP)
  - Specialization: Marketing
  - University: Indira Institute Of Management, Pune, India
- Graduation: Bachelor of Commerce
  - University: Jai Prakash University, Bihar, India
- Higher Secondary Certificate
  - Subjects: Science (Physics + Chemistry + Math), English, Hindi
  - Board: Bihar Intermediate Education Council, India
- Senior secondary Certificate
  - Board: CBSE (Central Board of Secondary Education), India

## **Additional Qualification**

- Pre-sea training for deck-cadet for oil tanker and cargo vessel.
- Cleared GMDSS (Global Maritime Distress Safety System) certification.  
Exam conducted by Tele-communication Department of the Government of India.