ANNIKA CHAUHAN

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PERSONAL PROFILE

Highly analytical individual graduating with honours in Mathematical Economics & Statistics. Currently developing Excel based systems for a commercial cleaning company, in addition to a Finance related role. Completed two large scale projects and various smaller systems, for several departments, which have improved efficiency and reduced costs. Conducted numerous interactive presentations for the Sales, Payroll and IT departments, as well as for Management.

EDUCATION

University of Birmingham

2014 – 2017	BSc Mathematical Economics and Statistics - Upper Second Class with Honours		
	Key modules:	Advanced & Applied Econometrics	Statistics
		Mandarin (Level 3 & 4)	Game Theory
		Mathematical Modelling for Economists	
	Dissertation topic:	Crime, Economics and Happiness	

St. Helen's School, London

2007 – 2014	A-level:	Maths (A*) Economics (A) Art & Design (A)
	GCSE:	3 A*s 5 As 3 Bs (incl. Mandarin, Additional Maths and English)

EMPLOYMENT EXPERIENCE

GreenZone Cleaning Services Ltd, Battersea, SW8 (September 2017 – Present)
GreenZone is a commercial cleaning company with a nationwide portfolio employing over 1,000 staff.

Finance and Payroll Assistant (March 2018 – Present) *Details regarding Finance and Payroll daily responsibilities are available upon request. Listed below are the most significant projects I have worked on.*

Sales Tracker
- Developed a new system to log all prospective new clients in the Sales pipeline
- Using Pivot Tables, pipeline information fed into 10 reports which informed the team of information such as what stage each bid was at, the likelihood of winning a contract and who was bringing in the largest revenue of all BDMs and Operations (Ops) Managers
- The Tracker also informed BDMs when they were next due to meet with a client and came with a VBA programmed button page for easy navigation

Fleet Management
- Responsible for the day to day running of the 30 vehicles in the company fleet, including paying fines, communicating deadlines with drivers and updating the insurance policy
- Created a database logging systems of vehicle expenditure and usage, this live fed into various spreadsheets to form summary reports, including Pivot Tables and graphical diagrams
- Responsible for submitting monthly reports to the Directors, with detailed analysis, and suggesting cost saving methods for the company

Timesheet Automation
- Improved the speed at which timesheets could be processed, by creating an automated messaging system via spreadsheet formulas to inform the Payroll team when an employee was not working their typical monthly hours and why this had occurred
- Involved generating "Unique Codes" and using formulae such as 'nested ifs' and 'vlookups'
- This was presented to Management and thereafter a tutorial was given to the Payroll team

Finance Assistant (September 2017 - February 2018) *Details relating to Finance are available upon request.*

Multisite Employee Report
- Developed the system with which we log employees who worked on multiple sites so that the Payroll team could quickly find information regarding an employee's holiday entitlement
- Logging spreadsheet was paired with a consolidating report which fed into various Pivot Tables for the Payroll Manager to distribute information to the Directors and Ops Managers

Annual Gender Pay Gap Statistical Reporting

- Responsible for collecting and sorting relevant data, to produce the indicators requested by the Government Equalities Office, additionally completed regression analysis using SPSS
- Assisted HR Manager with analysis of the data and indicators

Consumables Supplier Re-tender

- Assisted with the analysis of prices received from potential suppliers regarding over 300 products, using formulae to assess the lowest prices based on client's current and forecasted consumption
- Resulted in an increase in gross profit margin from 28% to 33%
- Bottom line benefit of nearly £200,000

Automated Client Budgets

- Created a spreadsheet that compiled wages and budgets using 'sumifs' for every site
- This was used for Ops purposes providing real time information to determine when a site was spending over or under budget, reducing the need for the Operations Director to intervene *after* wages were paid

Customer Profit Margin Review

- Undertook a comprehensive profit margin review of over 200 customers, utilising 'vlookups' to obtain information automatically
- Prepared a presentation to management of findings, highlighting problem areas
- Ensured wage cost budgets were updated and prepared short term cash flow forecasts

WORK EXPERIENCE

Hampshire Trust Bank, City of London – Summer 2015

- Gained an insight into Commercial Finance, Treasury, Compliance and Finance
- Contributed to a Treasury report that informed management of how much money the Savings department had generated and how cash reserves were being invested

Schroders Asset Management, City of London – Summer 2013

- Learnt about Finance, Schroder's Private Bank and divisions of the Investment Bank
- Opportunity to analyse data and graphs with the Emerging Market Debt team

EXTRA CURRICULAR ACHIEVEMENTS

Central University of Finance & Economics (Beijing, China) – Summer 2016

- Studied Chinese Business and Economics - Seminars on specific industries and financial markets, including the emerging real estate and insurance markets
- Company Visits: Carrefour, Weber Shandwick, Beijing Capital Holding Development
- Utilised Mandarin language skills and organised trip to Shanghai for fellow students

Treasurer of the Indian Cultural Society – Academic Years 2015 – 2017

- Executive member of 11 persons committee. Planned events that ranged from 300 to 600 attendees, including annual flagship event at Aston Villa Football Stadium
- Responsible for preparing forecasts for the preapproval of the University Student Union
- Build and maintain relationships and negotiating with caterers, performers etc

KEY SKILLS

- Advanced Excel incl. 'Macros', 'V Lookups', 'Pivot Tables' (self-taught & course trained)
- Working knowledge of Microsoft Excel VBA (self-taught & course trained)
- Working knowledge of Microsoft Access (self-taught)
- Sage 50 Accounts & Sage 50 Payroll
- Basic knowledge of STATA and SPSS (Data Analysis and Statistical software)

INTERESTS

- Head of Costume Design for a voluntary community pantomime production in December 2018, which sold 1,500 tickets and was featured on BBC Radio London
- Coding and computer programming, currently focused on Python Programming Language
- Painting, focusing on abstracts of human form. Recently sold two of my paintings
- Travel and Culture