

## **Arzoo Chotwani**

303, Sai Palace Apt, near New Telephone Exchange,  
Gol Maidan, Ulhasnagar-421001

[chotwaniarzoo@gmail.com](mailto:chotwaniarzoo@gmail.com)

8983444321

---

### **OBJECTIVE:**

To be a part of an Esteemed Organization, which believes in Commitment in Excellence and Quality and gives me a chance to apply my Knowledge and Skills, thus obtain Challenging position with an Opportunity for Growth and Development.

---

### **Summary**

- Self-motivated, innovative and goal-oriented management professional committed to the field of Analytics, People Management, Project Execution and Resource Management.
- Dedicated team player skilled at mediation and conflict resolution. Driving company growth by positive attitude and smart work.
- Focused on process improvement and on-time delivery of all projects.

---

### **Professional Experience**

**HERE Solutions India Pvt. Ltd., Airoli, Navi Mumbai,**  
**Spatial Data Specialist**  
**October 2016 – Present**

#### **Roles & Responsibilities**

- Making Project Performance Report in Excel by extracting data from Clarity Bearing Software.
- Made all necessary information available prior start of the project in its proper execution and set milestones to monitor progress with the set standards every quarter.
- Setting up biweekly calls with stakeholders to discuss on error trends & Scope and sharing best practices amongst teams.
- Preparing detailed process checklist, which is easy to understand and can be followed by any new associate who joins in the project.
- Have excellent knowledge about different risk management procedures.
- Suggested a solution to efficiently collect multiple user's data at a single time with the help of Microsoft's Share-point.
- Creating Project reports, project planning, cost planning, resource planning and budgeting.
- Assisting Project Manager to make Monthly Deck for various projects.
- Maintaining team data & sending Weekly, Monthly, Quarterly data to managers.
- Supported the data story with visualizations and scorecard on excel.

#### **Communication**

- Establish Program Communication Plan
- Provide regular project updates
- Delegating work and providing thorough training to team members

### **Leadership/General Skills**

- Comfortable interacting with individuals at many levels
- Good project management, critical thinking, and problem-solving skills
- Strong written and verbal communication skills to articulate project requirements, communicate project status, and coordinate with internal and external team members
- Proficient in Office 365: Excel, Word, PowerPoint, Skype for Business & Outlook.
- **Generate and distribute reports to relevant stakeholders**
- Possess strong analytical and critical thinking skills
- Possess knowledge of Management/Analytical/Quality tools like Clarity, Bearing and PeopleSoft, Atlassian JIRA, Confluence, Office 365 etc.
- Dedicated team player skilled at mediation and conflict resolution. Driving company growth by smart work and positive attitude
- Team leader with an ability to meet project goals and vendor/client expectations and handling, mentoring, training & coordinating with teams for the projects.

### **Skills Summary**

- Self-motivated and quick learner of new concepts and methodologies.
- Creative and a performer at under pressure situation.
- Team player and love to take challenges.
- Project planning, scheduling, budgeting and analysis.
- Strategic Planning.
- Team Building.
- Dedicated Team Player.
- Flexible.
- Liaison for cross departmental projects

### **Area of Expertise**

- ITT (information Technology Training) course/computer course certified by the institute of Chartered Accountants of India.
- Microsoft Office 16: Excel, Word, PowerPoint, Skype For Business & Outlook.
- Business Analytics Software like Advanced Excel – Charts, Pivot, Data Validation.

### **Certificates & Achievements**

- Six Sigma White Belt Certified
- GPO Mumbai (Rising Star Award)
- Certified Orientation Programme organized by Thane branch of Western India Regional Council of ICAI.
- Certified quality Awareness
- Certification in Business Innovation Foundations, Communicating with Empathy, Connecting with Peers.
- Certification in Excel, Word, Outlook & PowerPoint.
- Certified Elementary Drawing Exam
- Certified Intermediate Drawing Exam

**ABNJ & CO. Chartered Accountants**

**Auditor**

**February 2016 to September 2016**

**Roles & Responsibilities**

- Income Tax Investment declaration audit payroll- (Reliance Industries, Reliance Retail & Reliance Jio)
- Internal & Concurrent Audit- Axis Bank (Depository Operations)
- Income Audit- Corporation bank

**Education Summary**

| Degree                        | University/Board                                | Year of passing | Marks  |
|-------------------------------|---|-----------------|--------|
| Mcom                          | Mumbai University                               | 2017            | 57.38% |
| Bcom                          | Mumbai University                               | 2015            | 69%    |
| HSC                           | Maharashtra State Board                         | 2012            | 83%    |
| SSC                           | Maharashtra State Board                         | 2010            | 83%    |
| CPT (Common Proficiency Test) | The Institute of Chartered Accountants of India | 2012            | 115    |

**Personal Details**

Marital Status : Single  
Nationality : Indian  
Languages known : English, Hindi, sindhi & Marathi.  
Hobbies : Dancing, cooking, listening to music, reading  
Strength : Ability to learn new things.  
Date of Birth : 16<sup>th</sup> June 1994.

**Declaration:**

I do hereby declare that all the above information is true to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Place:** Mumbai

**Date:**

**Arzoo Chotwani**