

# Payal Kumari

Waltham, MA | 781-456-0209 | [payalkumari@brandeis.edu](mailto:payalkumari@brandeis.edu) | [linkedin.com/in/payal-kumari-7a5489222/](https://www.linkedin.com/in/payal-kumari-7a5489222/)

## EDUCATION

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### Brandeis International Business School

#### Candidate for Master of Science in Business Analytics (STEM-Designated)

08/2024 - 02/2026

Relevant Coursework: Data Analysis for Business, Information Visualization, Python for Business Analytics, Statistics and Probability with R

### Shaheed Zulfiqar Ali Bhutto Institute of Science and Technology

#### Master of Science in Project Management, with Distinction

10/2021 - 03/2023

Relevant Coursework: Quantitative Tools for Research, Strategic Project Management, Risk Management, Financial Decision Analysis

### Muhammad Ali Jinnah University

#### Bachelor of Business Administration, with Distinction

09/2017 - 12/2021

Relevant Coursework: Economics, Financial Management, Management, Business and Corporate Law, Human Resource Management

## TECHNICAL SKILLS

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Programming Languages: R studio, Python, MySQL

Computer Software: Advanced Microsoft Office, SPSS, Canva, Google Suite

Analytics: Data Analytics, Data Visualization(Tableau), Business Analytics

## WORK EXPERIENCE

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### Brandeis International Business School

#### Graduate Office Assistant – Office of Academic Affairs and Student Experiences

09/2024 – Present

- Managing front desk operations, greeting visitors, and maintaining an organized office environment
- Monitoring emails and Slack channels to provide timely assistance to students and staff
- Updating event calendars and processing mail and inventory to ensure efficient office operations

### MCB Bank

#### Business Analyst

04/2022 - 07/2024

- Led launch of digital banking platform, achieved a 30% increase in online transactions and a \$500K monthly revenue boost
- Implemented customer segmentation strategy boosting marketing effectiveness by 20% and revamping retention by 15%, contributing to a \$1M annual revenue increase
- Secured \$2M investment for technology initiatives through detailed ROI analysis and business case presentations
- Improved loan approval process, decreasing turnaround time by 25% and increasing approvals by 15%, resulting in \$3M annual increase in disbursements
- Collaborated with HR teams to enhance employee engagement initiatives, leading to a 12% increase in staff satisfaction scores and reduced turnover
- Developed training modules to upskill employees on digital banking tools, improving adoption rates by 20%

#### Trainee Business Officer

01/2022 - 04/2022

- Achieved 95% compliance rate and zero audit findings through effective regulatory audits
- Implemented HR policies cutting down turnover by 10% and saving \$100K annually in recruitment costs
- Enhanced security protocols, diminishing incidents by 20% through proactive measures and training

### Leo Cussen

#### Virtual Intern

08/2020 - 09/2020

- Improved project delivery timelines by 15% through effective data analysis and reporting
- Organized virtual events with a 25% increase in participant satisfaction scores
- Streamlined document management, reducing retrieval time by 30%

**Accenture****Virtual Intern**

08/2020 - 09/2020

- Increase client satisfaction scores by 10% through strategic insights in market research
- Achieved a 20% reduction in project turnaround time through efficient project management
- Enhanced team efficiency by 15% through improved communication and task management

**SKILLS/ACTIVITIES**

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Volunteer: Cervical Cancer Awareness Program (Volunteered Jan 2024), Breast Cancer Awareness Program (Member Oct 2023), MCB Women Championship Program (Member Aug 2023), SZABIST Job Fair (Volunteered, Nov 2022)