

Nitish Sharma

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Objective

To obtain technical excellence through Sincerity and Hardwork in an organization that provide a promising carrier progression.

Summary

Highly motivated professional with relevant experience in cross-functional management, quality control and strategic planning. Excel at building and nurturing 2 teams of financial projects over the past 5+ years. I bring basic knowledge of Tableau and Power bi software with a master's degree in business administration.

Work Experience

Associate Process Manager
eClerx Services Limited

July 2016 - Present

Process name - Doc Risk Review

- Project coordination and management
- Perform daily supervisory checks and monthly audits
- Liaise with Quality team to identify risk and implement action points
- Support teams to achieve monthly goals/targets
- Scoping opportunities to implement internal macros to support BAU
- Dealing with performance problems and PCIP
- Supporting problem resolution and decision making
- Conducting timely performance evaluations

Process name - Commodities Confirmation

- Data compiling and presenting MBR, weekly reports to US clients
- Monitoring performance and initiating action points to strengthen results
- Maintaining training plans and nurturing teams
- Conducting quaterly feedbacks and appraisals
- Maintain weekly records and SOPs.

Education

Masters of Business Administration
Chitkara university

2016

- Graduated with a 7.88 CGPA in Finance and Banking.

Bachelor of Business Administration
RIMT university

2014

- Graduated with a 85 percentile.

Projects

- Financial Wisdom and S.A.P.M.
- IFRS a Convergence or an Adoption
- The rise of Financial planning industry in India.

Skills

Reporting and Analysis
Project management
People management
Strategic planning
Financial advisory
Decision Making
Problem solving
Team building
Data Analysis
Leadership
MS Office
Tableau

Achievements

Awarded with Manager of the Quarter title, for outstanding performance throughout year.
Received Hall of fame award on excellent performance and client handling skills.
Awarded with Best Trainee Trophy by Regional Head (Aditya Birla financial services) during my training in MBA.
7th rank position holder in overall Punjab BBA results

Workshops and Courses

- Completed certification on Data Visualization and storytelling skills
- Completed Computer proficiency course and Excel advance skills.
- Basic knowledge of Tableau and Power BI softwares.
- Attended 7 days workshop on Global Business Week - Corporate Governance.
- Attended workshops on Corporate leap-Education to Employment by Mr. Madhuker Kapoor (Talent Acquisition Head - Oracle)
- Took part in various quality courses and trainings like Lean and Six Sigma
- Trained on Tally.ERP 9 software to manage Invoices and Balance sheets.

Permanent Address

104, J.K.Canda road, Mandi Gobindgarh, Punjab 147301