

Archit Manek

750 Columbus Ave, Boston, MA 02120 | manek.a@husky.neu.edu | +1 857 272 4552

Education

Northeastern University , D'Amore-McKim School of Business Candidate for Bachelor of Science Degree in Business Administration <i>Concentration:</i> Finance and Entrepreneurship, <i>GPA:</i> 3.53, <i>Deans List</i> <i>Leadership:</i> Senator – Student Government Organization, Board Member – Student Conduct Board, Freshman Representative - South Asian Organization, Member - Entrepreneurs Club	Boston, MA May 2019
---	-------------------------------

London School of Economics and Political Science Northeastern University Study Abroad Program <i>Relevant Courses:</i> Economics of European Integration	London, United Kingdom July – August 2017
---	---

Professional Experience

Groove.co <i>Marketing/Customer Success Intern</i> <ul style="list-style-type: none">Managed social media content for 3+ platforms, with a focus on increasing awareness and engagementDevised and implemented creative strategies to optimise website SEO and user engagement which led to an increase in impressions by 10xSupported customer success team debug their software and successfully responded to customer enquiries using IntercomCreated a bi-weekly email campaign for lead nurturing that led to a 50% increase in open and click-through rates	San Francisco, California September – December 2018
--	---

UBS Financial Services Inc <i>Compliance & Operational Risk Business Analyst</i> <ul style="list-style-type: none">Shadowed investigators in AML investigationsSupported the branch review group and group internal audit processes by tracking regular AML reportsReduced report tracking time from days to hours by developing an automated Excel algorithmAssisted and provided information to support Suspicious Activity Reports (SAR) or equivalent for regulatory filing	Weehawken, New Jersey January – June 2018
--	---

Bain & Company <i>Audit Coordinator</i> <ul style="list-style-type: none">Responsible for auditing and overseeing over 1000 employee expense reimbursement claims per week by implementing department procedures. Key accomplishments:<ul style="list-style-type: none">Reduced weekly process hours for airfare refund reconciliations by 50% by developing Excel based automated algorithmRecovered \$400,000 by accurately reconciling travel reports and refundsReduced error rates by 15% by communicating policy changes to employeesAided team in meeting key deadlines by recording offsets before payment authorizationsEnsured compliance with finance control standards by verifying internal budget classifications and completeness of submitted reports	Dallas, Texas January – June 2017
---	---

Skills and Interests

Computer Skills: Proficient in MS Office, Adobe Photoshop and Illustrator, GitHub, HTML & CSS
Languages: Fluent in Gujarati, Hindi and conversational in Chichewa
Interests: Reading (self-development & psychology), traveling, billiards and music