

Professional Summary

Results-driven Senior Operations Executive with 8+ years of experience in finance, leveraging analytical skills to drive process improvements and optimize financial planning. Proven track record of successfully managing teams and ensuring seamless operations. Proficient in a range of software tools, including MS Office and Tally ERP9.

Professional Experience

Senior Operations Executive (FI09)

Inazuma.co | January 2020 - Present

Operations Manager (FI07)

Nexus Financial Services | June 2018 - December 2019

Key Achievements:

- Improved operational efficiency by 25% through process streamlining.
- Successfully led a team of 5, enhancing team productivity by 30%.

Responsibilities:

- Managed daily financial operations, ensuring compliance with regulatory standards.
- Coordinated with the finance team for budget planning and financial analysis.

Financial Analyst (FI05)

Pinnacle Bank | March 2015 - May 2018

Key Achievements:

- Developed and implemented a financial model, reducing forecasting errors by 20%.
- Collaborated with the management team to devise a strategic growth plan.

Responsibilities:

- Conducted financial analysis and provided insights for business development.
- Assisted in preparing quarterly financial reports for stakeholders.

Junior Financial Analyst (FI03)

Emerald Consulting | January 2013 - February 2015

Key Achievements:

- Contributed to a project that resulted in a 15% increase in client satisfaction.

- Enhanced data analysis skills, improving report accuracy by 25%.

Responsibilities:

- Assisted in data collection and analysis for client projects.
- Supported the preparation of financial reports and presentations.

Education

Master of Business Administration (MBA) in Finance

University of Michigan - Ross School of Business | December 2012

Relevant Coursework:

- Financial Management
- Quantitative Methods
- Strategic Management

Technical Skills

Software Proficiency:

- Microsoft Office (Excel, Word, PowerPoint)
- Tally ERP9

Analytical & Financial Skills:

- Analytical Skills
- Financial Analysis
- Financial Planning
- Quantitative Analytics

Soft Skills:

- Communication
- Team Management
- English (Proficient)