

RAHUL PATHAK

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PROFESSIONAL SUMMARY:

Professional with 7 years of experience in engagement budget forecasting, engagement economics, project planning, PMO, and client account management, praised for analytical, critical thinking, and multitasking abilities.

EXPERIENCE:

EY GDS, GURUGRAM

(OCTOBER 2018 – TILL NOW)

DESIGNATION: ASSISTANT MANAGER

DEPARTMENT: ASSURANCE OPERATIONS ACCELERATOR

This role is responsible for managing a portfolio of various global clients having businesses across countries including the Americas, MENA, and EMEA markets.

Key Deliverables

- **Supporting** the Engagement team throughout the **engagement life cycle** from the **planning** stage till the **conclusion/year-end** stage by setting up the meetings and discussing the agreed services to be catered by us.
- **Reviewing** the weekly **Engagement reporting** consisting of **financial metrics** such as accounts receivable, unbilled inventory, charged hours, margin %, etc. That goes to the **Assurance service** line's **market leaders**.
- **SME** for multiple services (**BTAs, PBI dashboard, Reporting, Confirmation tracking, Deliverable management, Canvas-related tasks, CPE learnings, etc.**)
- Regular interaction with the **onshore POC/Stakeholders** teams to understand their requirements from the project management standpoint to facilitate **TAT** and **SLA**.
- **Point of contact** for **multiple projects** along with **complex operational reports** including engagement independence tracking, CPE learning compliance, Year-end evaluation data, allocation of Fiscal **client portfolio**, etc.
- **Reviewing** the existing processes and **enhancing** the efficiency within the team and drafting the SOPs for different projects/reports/processes.
- Responsible for **coaching** and **mentoring** the team members who **directly reports** to me and taking initiative in **training** multiple batches of new joiners.

NSDL E-GOVERNANCE INFRASTRUCTURE LIMITED

(OCTOBER 2017 – JUNE 2018)

DESIGNATION: EXECUTIVE (AUDITOR)

DEPARTMENT: TIN-FC, UIDAI, UPLOAD CENTER & DIGITIZATION CENTER

Key Deliverables

- Auditing the agencies which provide PAN & UIDAI services to applicants across different states in India.
- Preparing the report summary monthly of the audits conducted in different states and submitting it to the Pune head office.
- Imposing penalty in case of non-adhering to NSDL and Income tax standards.

WNS, GURUGRAM

(AUGUST 2015 – MAY 2016)

DESIGNATION: SENIOR ANALYST

DEPARTMENT: CREDIT OPERATION

Key Deliverables

- Credit card underwriting of Dubai-based bank (Mashreq bank).
- Delegation for assigning limit up to 2.7 million.
- Analysis of risk and fraud through different security checks.
- Adherence to the L1 delegation framework

GE CAPITAL, GURUGRAM

(APRIL 2014- AUGUST 2015)

DESIGNATION: EXECUTIVE UNDERWRITER

DEPARTMENT: OPERATION

Key Deliverables

- Analysis of the credit history of a customer.
- CIBIL tool is used to view the existing liability.
- Execution of limit increase and decrease as per policy.
- Checking proper credit documentation with due diligence.

ACCOMPLISHMENTS:

Got Spot award from EY for best performance during the following months:

- June 2019, December 2019, March 2020, October 2020, November 2021, May 2022, April 2023, Jan 2024

Designed multiple automated excel/Power BI solution and provided **process improvement** ideas that helped me in receiving multiple **bronze badges** from EY.

EDUCATION:

Bharti Vidyapeeth Deemed University (2015 – 2017)
MBA(Finance)

I. P. University (2010 – 2013)
BBA (Banking & Insurance)

12th (Commerce) CBSE (2010)

10th CBSE (2008)

PROFESSIONAL COMPETENCE:

- Microsoft Office Word, Office Excel, PowerPoint, Power BI & Power apps.
- **EY Bronze Badges issued** - Digital, Design Thinking, Marketing, Agility, Finance, Supply Chain, Cybersecurity & Analytics
- Office 365 adept
- Worked on SAP
- Problem solver
- Team Player
- Effective Communicator

INTERESTS:

- Playing outdoor games
- Travelling to new places
- Exploring new technologies

DECLARATION:

I undersigned hereby attest to the entire document and the information stated therein. The statement attached reflects the true and fair condition to date. I will bear the consequences if any information is found incorrect.

Date:

Place:

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