

TANUJA MEHRA

Research Analyst

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AWARDS & CERTIFICATIONS:

BUSINESS PLAN COMPETITION

Prastuti
March 2017 | Runner-Up

INDIAN ARMY

Merit Scholarship,
January 2017 and February 2019
Merit Certificate

ROTARACT CLUB OF DELHI SOUTH

Member of Professional Committee
June 2017 and July 2018

EDUCATION:

IP University, JIMS, VK
Bachelor of Business Administration
2015- 2018
Percentage: 83%

Kendriya Vidyalaya No-2, Delhi Cantt
Senior Secondary
2014- 2015
Percentage: 70%

CORE SKILLS

Operations Management (E-Commerce):

Order Processing
Returns Management
Customer Relationship Management (CRM)

Marketing:

Social Media Marketing
WordPress

Microsoft Office Suite

Microsoft Office Word
Microsoft Office PowerPoint
Microsoft Office Excel

Google Suite

Research and Analysis:

Financial Reports
Industrial Reports
Financial Modeling
Market Research
SPSS (Statistical Package for the Social Sciences)
SQL (Database Management System)

WORK EXPERIENCE

RESEARCH ANALYST

AFII CAPITAL | September 2019 - October 2020

- Assessing sector-level changes, trends and understanding inter-linkages with the economy.
- Front end execution and deal support for M&A, Private Equity and Structured Debt.
- Looking and analyzing for infrastructural Indian/Global Tenders (STP, Roadways, Desalination, WWTP)
- Comprehensive M&A Research, sector research and identifying potential buyers/sellers as per deal requirement.
- Analyzing financial / operational results of target companies by reviewing their accounting records.
- Creating Financial Models, Informational Profiles and conducting valuations of companies.
- Responsible to manage and execute Financial Due Diligence projects.
- Track financial performance of the companies/entities' using determinants like Annual Turnover, Foreign Exchange (Exports, Imports (Capital Goods)), Credit Rating and Financial Statements.

MARKETING EXECUTIVE

Coverscart | September 2018 - August 2019

Marketing:

- Handling the company's social media accounts.
- Worked with various teams (design, content, product, sales) to implement strategies.
- Worked on monthly social media calendar and preparing report.

Customer/Client Servicing:

- Undertook the role of handling customer grievances through social media platforms.
- Coordinating with clients for business operations & NDR reports.
- Maintained & Updated NDR Reports on regular basis.

Operations:

- Overlooked logistics management that included order processing and returns management.

INTERNSHIPS

MARKET RESEARCH

Vichinth | June 2018- August 2018

MARKET RESEARCH

GitAll Technologies | January 2018- March 2018

MARKET RESEARCH

Malik Ventures-Innov8 CoWorking | June 2017- August 2017

MARKETING

The Rising People Welfare Society | June 2016- August 2016