Rahul Synap
Business Graduate

Seeking a challenging and rewarding opportunity in an organisation of repute which recognizes and utilizes my true potential while nurturing my analytical and techinical skills

rsynap@gmail.com ✉

91-7678431137 ▯

Delhi, India ⌖

EDUCATION

Study Program
S.D.A Inter College Roorkee

03/2009 - 03/2014   *India*

Commerce
- Secondary high School

B.COM
Calorx Teacher's University

2014 - 2017   *Gujrat, India*

M.COM
Calorx Teacher's University

2017 - 2019   *Gujrat, India*

WORK EXPERIENCE

Account Receivable
Pacific pvt limited

11/2018 - 07/2019

Achievements/Tasks
- Monthly Close: Delivered accurate and on-time monthly financial closing for A/R functions.
- Revamped A/R procedures and filing systems, created spreadsheets to enhance tracking of receivables, followed up on open accounts and negotiated with clients during collection calls.

Business Analyst
Extension Technologies

08/2022 - 08/2023   *Old Faridabad Haryana*

Achievements/Tasks
- Analyzed data to identify trends and patterns to improve overall business performance for clients including Exato, Images Group, Hero Vired, and Max Estates
- Developed business strategies and collaborated with cross-functional teams to implement solutions for clients including Exato, Images Group, Hero Vired, and Max Estates
- Prepared BRD, FRD, SRS, and SOW documentation for clients including Exato, Images Group, Hero Vired, and Max Estates
- Presented findings to stakeholders and continuously monitored and evaluated the effectiveness of implemented solutions for clients including Exato, Images Group, Hero Vired, and Max Estates

SOFT SKILLS

Verbal and Written Comminication   Critical Thinking

Public Speaking

TECHINICAL SKILLS

Business, Research, and Data Analysis: Proficient user of Microsoft Excel, Power Query, Power Pivot, Visio, Draw.io, PowerPoint, Word, Intermediate SQL, Python
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Knowledge of data analysis tools and techniques
- Familiarity with BRD, FRD, SRS, and SOW documentation
- Basic understanding of SDLC, Agile practices, and Scrum, including User Acceptance Testing

LANGUAGES

English
Full Professional Proficiency

INTERESTS

Reading