



Monalisha Gupta

Operations Manager

✉ monalishagupta21@gmail.com

☎ 9102466690

📅 5 Years 4 Months

Seeking roles in data analytics, Power BI, Tableau, MongoDB, Operations management, Tax Analytics, Analyst and Associates(Finance)

Profile Summary

Versatile professional with nearly 6 years of experience, combining expertise in Data Analysis, Tax Analysis, and Operations Management. Skilled in extracting valuable insights, ensuring compliance, and enhancing overall organizational efficiency. My well-rounded experience as a Data Analyst, Tax Analyst, and Operations Manager has equipped me with a powerful skill set that can drive success in any organization. My passion for data-driven decision-making, compliance excellence, and operational efficiency sets me apart as a versatile professional committed to making a significant impact in every role I undertake.

Education

2014, Full Time

MBA/PGDM, banasthali vidhyapith, 59%

2012, Full Time

B.B.A/ B.M.S, banasthali vidhyapith, 61%

2009

12th, CBSE, English, 60-64.9%

2007

10th, CBSE, English, 60-64.9%

Work Experience

2018 - 2022

Operations Manager

Krishna Business Link

Managed the day-to-day operations: Responsible for ensuring that the organization's daily operations run smoothly. Planned and implemented strategies: Developed and implemented strategies to improve efficiency and productivity and also analyzed data, identified areas for improvement and implemented new processes and systems to streamline operations. Managed staff: Ensuring that employees are following company policies and procedures. Ensured quality control: Responsible for ensuring that products or services meet quality standards. Managed customer service: Tried to resolve any issues and ensure that customers are satisfied with the organization's products or services.

2016 - 2017

EY

Tax Compliance: Responsible for ensuring that organization is in compliance with all applicable tax laws and regulations. This includes preparing and filing tax returns, maintaining records and responding to tax audits. Tax Planning: It involves analyzing the tax implications of various business decisions, such as mergers and acquisitions, and developing strategies to reduce tax liability. Research and Analysis: Gained Knowledge to stay up-to-date with changes in tax laws and regulations and analyzing the impact of these changes on their organization. Tax Technology: Worked with tax software and other technology tools to streamline tax processes and improve efficiency.

Projects

31 Days

KYC

To aware the new and existing customers about the kyc and its importance

Courses & Certifications

Advanced Data Analyst

PwC Switzerland - Power BI Completion Certificate

Accenture North America - Data Analytics and Visualization

KPMG AU - Data Analytics

Key Skills

Data Analyst

power bi

tableau

mongodb

operations management

Tax Analysis

Tax Planning

Tax Returns

Data Dashboards

Data driven presentation

Data visualisation

Analytical dashboard creation

Power BI dashboard

Language

Hindi
Expert

English
Proficient

Nepali
Expert

Personal Details

Date of Birth

28th March 1992

Gender

Female

Marital Status

Married