#### JYOTI SHARMA

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## **Objective:**

Looking to secure a challenging and growth-oriented opportunity in your organization for harnessing the knowledge of finance and prepare for a bigger role in future.

# **Key Skills:**

- Financial Analysis and Interpretation.
- Knowledge of alternative assets and financial market.
- Good analytical, interpersonal, active-listening, and critical thinking skills.
- > Excellent written and verbal communication skills.
- Highly organized and efficient.
- Advanced Excel.
- A solid understanding of accounting.
- Knowledge to link the 3 financial statements.

### **Professional Experience:**

Organization : Preqin India Private Limited, Bengaluru

Designation : Data Operation Associate
Tenure : July 2021 to September 2022

### **Role & Responsibilities**

- Conducted web-based research to find further information relating to the firm, fund and transaction activity in the alternative asset universe.
- ➤ Updated online databases with key financial information, statistics and analysis on which firm's clients depend.
- Performed ad-hoc tasks as assigned by the Lead related to data process and quality.
- Performed quality checks to maintain data quality standards.
- Participated in the onboarding of new team members by conducting training on the process followed
- Worked in agile methodologies.
- Communicated and collaborated with onsite stakeholders through JIRA, SCRUM, Kanban

Organization : Dion Global Solution Ltd., Noida

Designation : Jr. Research Analyst

Tenure : December 2018 to July 2021

#### **Role & Responsibilities**

- ➤ Comprehensive profiling of all companies listed on the Australian Stock Exchange (ASX) and BSE through primary & secondary research.
- Developed a comprehensive database for 5 years financial statement of the companies.
- > Captured financial statement using ERP software named Quant Workbench, CAP, TAP and DAP.
- Mapping for Balance Sheet, Income Statement Cash Flows, Cash Flow Indirect, Weighted Average, Segments and Outstanding Shares.

- > Analyzed financial statements that includes Liquidity, leverage, Profitability ratios.
- Worked on the D-Rive platform to extract & transform the historical & on-going financial information (P&L, Balance Sheet & Cash Flows) of all Australian Stock Exchange (ASX) listed companies into a final standardized format to facilitate peer comparison and valuations.
- Built financial models in excel based on historical information and other available industry-specific operating metrics.
- Updated the financial models after each earnings roll out or other similar corporate actions.

#### **Professional Certificate Course:**

- CAIA Fundamentals of Alternative Investment Analysis certified.
- ➤ 180 hours training with IMARTICUS LEARNING on "Financial Analysis Prodegree" course knowledge provided by Ernst &Young (May 2018 to Sep 2018).

### **Projects done**

- Marico Financial Statement Preparation
- > Hindalco Calculation of ratios
- Colgate Palmolive Financial Modelling
- TCS Calculation of EV

### **Trainings:**

- One and half month MBA training with DSCL, Kota in Accounts department (2010).
- One month Share market training with India Infoline Limited, listed with BSE and NSE (2010)

### **Educational Qualification:**

Examination	Board / University	Year	Aggregate %
MBA (Finance)	University College of	2011	63%
	Engineering, RTU Kota		
Bachelor of Commerce	Kota University	2009	62%
Senior Secondary	Raj. Board	2006	72%
Secondary	Raj. Board	2004	87%

# **Extra-Curricular Activities & Achievements:**

- > GARGI Prize Winner for securing 101th Rank in Rajasthan Board of Secondary Education.
- Rajasthan State Certified in Information Technology (RS-CIT).