CURRICULUM VITAE

**BARNALI SARANGI**

Flat No.114, Radiant Reshan,

Btm Residency Yelenahalli,

Bangalore - 560068

Cell No: +91 7795015558.

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**CAREER OBJECTIVE**

Looking for a professional career position in business administration that offers me an opportunity for personal growth and to deliver the maximum result in the work and also have excellent problem-solving and analytical skills and the ability to grasp things with minimal supervision.

**Work Experience**

2023 May to 2023 July as MIS Executive in Comett Staffing Solutions Pvt. Ltd, working for Swiggy(Client), Bangalore

* Verifying EANs and several other fields like(weight,MRP, etc..) for Swiggy Instamart and Instamax and preparing NGL files for Item code creation.
* Creating Item codes for update spin attributes as per the update of the Category team.
* Upload spin create and spin update in catalog dashboard.

2021 June to 2023 February as Senior Associate Operations in Mouritech, working for Lenovo(Client) , Bangalore

* Fetching data from google sheet and preparing NGL files after validating each mandatory field.
* Coordinating with category team to get the correct details and verify the same and upload them under category upload.
* Use to make SLA templates for Lenovo clients like Accenture Wella, IBM orbia, Cisco etc. Worked with 3 types of sla’s customer, internal and multi-level.
* Also done client onboarding for Lenovo clients.

2020 December to 2021 June in TSI India private ltd as Associate. Assurant operations working as MIS reporting analyst for US clients, Bangalore

* Coordinate with Finance Department for the Claim settlement for Stockiest claims
* Prepare Review format for Analyze the Sales Trends for the entire zone Sales Team
* Prepare Office Budget , Team Budget and Sales Budget on Quarter Basis
* Prepare Modern Trade Sales MIS report and Presentation on weekly basis (category wise, Store wise)
* Analyze Nielsen Data for Figure Out the trend of Market with competitors.

2013 March to 2015 Feb as MIS Executive in Infosys (client British Telecom retail billing process) , Bangalore

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**SKILL SET**

I am very proficient and have good hands-on experience in using WPS, google sheet, excel, macros, V-lookup, H-lookup, service now, jira,.

Having strong problem-solving, analytical & Interpretation skills.

Ability to process large volumes of data into meaningful summaries and presentations.

Can manage time accurately and undertake complex tasks.

Firm understanding and experience in Microsoft Office and excel.

Advanced level of MS Office applications especially Excel & Access.

Well-versed in all Excel-related applications.

Knowledge of Pivot Table, Chart, Text Column & Lookups, Logical functions, V&H Lookup functions, IF Statements, Nested If statement, Date Formula, Index, Match, String Function.

Able to coordinate multiple tasks and meet deadlines under pressure.

Work as a member of the operational team to achieve the business goals and objectives.

Compilation and Flow of Data in Prescribed Time Limit

**ACADEMIC PROFILE**

* **MBA** from Bengal College of Engineering and Technology, Durgapur, affiliated to West Bengal University of Technology. With specialization in **‘Finance’**. (Batch 2010-2012)
* **B.S.C (Hons.)** in ENVIRONMENTAL SCIENCE from Burdwan University with 1st division in 2009.
* **10+2 Science** from GOVT. GIRLS HIGHER SECONDERY SCHOOL, West Bengal Board of Secondary Education.
* **10th** from GOVT. GIRLS HIGHER SECONDERY SCHOOL, West Bengal Board of Secondary Education.
* One-month summer internship training from PWC, Kolkata in the dept. of Oracle Apps.

**PERSONAL ATTRIBUTES:**

* Optimistic.
* Team spirit.
* Goal-oriented.

**PERSONAL DETAILS:**

Father’s name: **Narendra Nath Sarangi.**

(Retired Deputy Labor commissioner)

Permanent address: Flat No.114, Radiant Reshan,

Btm Residency Yelenahalli,

Bangalore - 560068

Contact number: 07795015558

Date of Birth: 20th June, 1988

Languages known: English, Hindi and Bengali.

Nationality: Indian.

Gender: Female.

Hobbies: creating new cooking recipes and travelling.

**Declaration**

I do hereby; declare that the above said particulars are true to the best of my knowledge & belief.

Date: \_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_ **(BARNALI SARANGI)**