**………………../Archana Kumari**

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**Objective:** Desiring financial analyst opportunities, driving initiatives related to financial budgets, utilising the rich skill & experience gathered so far the organizational development**.**

**About me:** 4 years of experience working in planning and budgeting for lease and retail internal customers. As a financial analyst specialising in developing, interpreting and implementing financial planning and analysis , forecasting, worked on financial reporting with Hyperion reporting

**PROFILE**

**Core Skills**

* Provide robust modelling and reporting to facilitate executive-level decision making.
* Strong analytical skills; support operations through analysis of key performance indicators and trends.
* Consensus-driven communicator; liaise across various business units and promote organizational success.
* Rapidly adapt to new technologies and possess expertise with MS Word, PowerPoint, Excel, Access, and broad range of statistical software, SAP and Hyperion reporting

**CAREER HISTORY**

**SRB ASSOCIATE , CHENNAI ,INDIA**

**Financial Executive OCT (2015 -JAN 2018)**

**Accountabilities:**

* Lead develop a team of 2 financial analyst and 2 treasury clerk
* Efficiently planning and prioritizing workloads to ensure tight deadlines are met
* Supported the financial teams of 4 in the annual budget of 50+ retail and lease locations and buildings
* Prepare monthly financial reports and power point deck providing executive team with deeper financial insights
* Expenses reporting against plan/ Forecast, variance analysis, tracking movements.
* Provide and prepare ad-hoc requests for CEO and department directors.
* Provide weekly summary report to senior managers on the lease and retail assets
* Work with FP&A leadership to drive cost management efforts
* Collect operational data and develops financial models to determine cost of operations and establish standard costs
* Working knowledge of ERP and planning software/tools. Have experience with SAP, Hyperion Essbase, planning/analysis applications
* Highly motivated, passionate, self-starter with strong desire to influence cross-functional teams.

**Forecast:**

●Compile and distribute weekly sales forecast reports and manage the weekly sales forecasting using DCF method for analysing.

● Prepare forecast performance review. Prepare the forecast document complete with any relevant insights, analysis and reasoning for the forecast figures.

●Production & Reporting for forecast on periodic basis.

**Budgeting:**

●Performed budget management tasks such as monitoring company performance against estimates and preparing annual budgets.

●Preparing monthly and yearly budget.

**HDFC BANK LTD , CHENNAI ,INDIA**

**Back Office Executive [Finance Executive] (JAN 2014-Sep 2015)**

**Accountabilities:**

* Providing accurate & timely financial plans with a focus on cost
* Involved in planning, development and execution of Annual Operating Plan (AOP) and Monthly Forecasting Plan.
* Resolves the financial disputes raised by the customer services and sales team
* Prepare accurate, timely and insightful monthly variance reporting to partner departments
* Provide FP&A support and financial analysis
* Strong analytical and problem solving skills

**Achievements:**

* Received best performer financial analyst award by HDFC BANK

**Certification:**

* **Certified Investment Banking Operations Professional -** Imarticus Learning 2019

**Education:**

* **M.B.A (Finance)** Sathyabama University - 2011 – 2013
* **BBA**  S.R.MUniversity - 2007

**Core qualification:**

* Corporate Finance
* Financial Accounting
* Documentation & Reporting
* P&L Management
* Financial Analysis Budget and Forecasting
* Financial reporting

**Internship/Academic Project :**

* Company: Perfect Calibration Ltd - Study on Employee Absenteeism
* Company: Aligator Automation Ltd - Study on Employee Motivation

**PERSONAL DETAILS**

**Date of birth:** 31th March

**Languages known:**English ,Hindi , Punjabi

**Nationality :** Indian