

## SUMMARY

- Proven skills in marketing and business development of financial services products.
- Expert in business operations in financial services with attention to detail.
- Self-motivated team player with good communication, problem solving, analytical and presentation skills.

## PROFESSIONAL EXPERIENCE

### Masterex Technologies Inc

Cranbury NJ

#### Software Tester (contractor-remote)

July 2015- March 2016

- Performed functional, regression and end-to-end testing for Excellus and Univera websites. Performed Bug Tracking using HPALM. Submitted daily test status report to the test lead.
- Analyzed business requirements and system documentation to ensure quality test case coverage.
- Conducted defect calls and communicated test results to business and developers.

### Darden Graduate School of Business Administration

Charlottesville, VA

#### Research Assistant – Finance Faculty

Nov 2003 – Aug 2005

- Wrote a case on PluroGen, a bio-pharmaceutical company from an angel investing perspective.
- Created documentation and reports for case on Railtrak bankruptcy, from a Derivatives perspective.
- Assigned to review, edit, and update the entire course material for Derivatives – Futures and Options.
- Researched Credit Derivatives, and attended a 2 day intensive on Financial Modeling and Valuation.
- Organized logistics for 30 students maiden Global Business Experience (GBE) trip to India. Also coordinated the GBE trips to Spain and Argentina.
- Conducted survey of top 20 business schools in US and select international schools to facilitate Darden core curriculum revision.

### HDFC Standard Life Insurance Co. Ltd.

Mumbai, India

#### Executive – Group Insurance Operations

Oct 2002 – July 2003

- Instrumental in streamlining operational work of group insurance product comprising:
  - Due Diligence and set up of group policies for companies, handling claims and underwriting.
  - Ensuring compliance with Insurance Regulatory and Development Authority (IRDA) regulations.
  - MIS, data maintenance and customer servicing.

### Infrastructure Leasing & Financial Services Ltd.

New Delhi, India

#### Officer-Business Operations - Loans

June 2001 – July 2002

- Successfully created 6 new large corporate accounts within a year while taking on added responsibility of marketing and selling IL&FS's Loan against shares products to high net worth individuals and brokers.
- Demonstrated superior customer service skills by re-opening closed loans thereby increasing revenue by 20%.
- Lead in due diligence for transactions. Tracked stock prices, stock liquidity and listing status of stocks.
- Executed marketing and operational work in margin financing of brokers and retail clients.
- Demonstrated ability in developing, implementing, and coordinating business strategies, including corrective action plans and quality improvement strategies, in order to respond to various audits.

### Settlements / Client Servicing

Feb 2000 – May 2001

- Settlements: provided confirmation and settlement of trades, informing brokers of short delivery, coordinating payouts, pay-in valuation, monitoring & communication of failed transactions.
- Client servicing: pro-actively marketed IL&FS products and services. Addressed queries on settlements, billing, dematerialization of shares, margin financing. Coordinated dividend payouts.

## VOLUNTEER EXPERIENCE

### Hudson Montessori School

Jersey City NJ

#### Lead Member of Parent Volunteer Association

2013 – 2017

- Organized monthly movie nights for school kids to raise funds. Raised \$12,000 from local vendors and businesses for building school playground.
- Organizer for annual Social Studies fair and Year End celebrations.
- Created flyers for various events and activities in school.

### VNS of New York, NY (Project Research Assistant Experience)

Nov 2013-June 2014

- Assisted in pain management project and stroke study projects for patients receiving Home Health care including compilation, verification and entry of data, and ensuring data integrity and consistency with study protocol.
- Obtained weekly patient feedback on care and instructions provided by PTs in Cognitive Behavioral Pain Self Management (CBPSM) techniques, the extent to which they practiced the techniques and whether they found it useful.
- Trained in HIPAA privacy rule. Surveyed physical therapists by telephone to determine utilization of CBPSM techniques. Conducted telephonic interview and quality checks on survey questionnaire.

## EDUCATION

### Institute of Management Studies

Ghaziabad, India

#### Post Graduate Diploma in Business Management (Finance)

1997-1999

## PERSONAL

- Represented my state (population 205mn) in Annual Republic Day parade in India in 1994 as part of National Cadet Corps an organization that trains students to help the country in times of need.