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PROFESSIONAL SUMMARY

Business Management and COO-support professional with experience in executive reporting, business risk identification, governance, and controls within fast-paced organizations. Proven ability to act as a trusted advisor to leadership by delivering high-quality presentations, KPI dashboards, and business analysis. Hands-on exposure to project management, audit readiness, Risk Control Self-Assessment (RCSA) support, and operational governance. Advanced proficiency in Excel and PowerPoint with strong stakeholder management and execution skills.

PROFESSIONAL EXPERIENCE

Business Strategy and Sales Manager— Power Photonix India Pvt. Ltd., Mumbai
Dec 2024 – Present

- Act as a business management partner supporting senior leadership through executive ad-hoc requests, project tracking, and strategic business analysis.
- Develop and maintain Advanced Excel dashboards (Pivot Tables, Power Query, XLOOKUP, data models) to track KPIs, revenue trends, and operational performance, improving reporting turnaround time by approximately 25%.
- Prepare management-ready MBR and QBR decks, organizing complex information into clear narratives with strong design, wireframing, and data visualization.
- Create wireframes and mock-ups iteratively for leadership presentations, dashboards, and governance reports.
- Project manage multiple cross-functional workstreams, tracking milestones, risks, dependencies, and delivery timelines.
- Identify key business and operational risks, maintain risk and issue logs, and drive resolution through defined mitigating controls and escalation protocols.
- Support audit, regulatory, and compliance deliverables by assisting with evidence collection, documentation, and action tracking within the Risk Control Self-Assessment (RCSA) framework.
- Monitor operational controls and compliance exceptions, escalating gaps to leadership and supporting corrective action plans (CAPs).
- Coordinate business governance activities including action tracking, operating rhythm reviews, and preparation of leadership review packs.
- Support financial governance activities such as expense validation, spend tracking, and variance analysis to ensure policy-aligned reporting.
- Assist with headcount and capacity tracking, access provisioning coordination, onboarding workflows, and documentation to ensure business continuity and BAU governance.
- Maintain and organize internal documentation, SOPs, and governance artifacts on collaboration platforms such as SharePoint to support audit readiness.
- Drive continuous process improvements across reporting and operational workflows, reducing manual effort and improving data accuracy.

Sales Engineer — Desoutter, Bangalore
2023 – 2024

- Built Excel-based forecasting and pricing models to analyze margin impact, cost drivers, and market trends.
- Supported OEM partnerships and commercial negotiations by preparing business cases, financial analysis, and leadership presentations.
- Conducted market sizing, feasibility studies, and competitive benchmarking to support growth initiatives.
- Coordinated with supply chain and operations teams to improve delivery timelines, SLA adherence, and operational efficiency.

INTERNSHIPS

New Product Engineering Development Intern — Autoliv India, Bangalore
Jan 2023 – Nov 2023

- Conducted cost-benefit analysis and financial evaluations for safety systems and manufacturing optimization initiatives.
- Supported R&D teams in productivity improvement, cost reduction, and process optimization projects.

R&D Intern — Nandan GSE, Navi Mumbai
May 2022 – Jun 2022

KEY SKILLS

Business Management & Governance: Executive Business Support, COO Office Support, Business Risk Identification, Operational Controls, Risk & Issue Management, Mitigating Controls, Risk Control Self-Assessment (RCSA) Support, Audit Readiness, Compliance Monitoring, Business Continuity, BAU Governance, Operating Rhythm (MBR/QBR)

Reporting & Analytics: KPI Dashboards, Financial Tracking, Budget & Expense Governance, Headcount & Capacity Tracking, Business Analysis, Advanced Excel (Pivot Tables, Power Query, XLOOKUP, Dashboards)

Tools & Platforms: Microsoft Excel (Advanced), PowerPoint (Design & Storyboarding), SharePoint, JIRA (basic), Confluence (basic)

Education

MBA (Finance) — Golden Gate University, San Francisco (Ongoing, Expected 2026)

Bachelor of Technology — Manipal Institute of Technology, India (2023) | CGPA: 7.69