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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