

BUSINESS ANALYST CUM EXECUTIVE ASSISTANT TO CEO

Professional Summary

Business Analyst cum Executive Assistant with management experience and exceptional people skills looking to join a growing entrepreneurial organization as part of the executive team.

Core Qualifications

- MS Excel (2010), MS PowerPoint (2010) & MS Word (2010).
- Excellent Oral Communication & Interpersonal Skills.
- Strong interpersonal skills, high level of professionalism, customer service, energy, speed and accuracy

Experience

Business Analyst Cum Executive Assistant to CEO

March 2015 to April 2016 Canadian Imperial Bank Of Commerce - Denver , CO

- Provide proactive calendar management on an on-going basis.
- Independently prepare correspondence, reports, or complex presentations with graphics.
- Reviewed and summarised information submission to executives.
- Prepared routine analysis report based on secondary research.
- Collected, analysed and represented data to senior management for better performance of organization.
- Follow up on deadlines and commitments to or from executive
- Coordinate meetings, conferences and travel arrangements.
- Handle employee/customer requests and concerns with tact and diplomacy
- Managed to keep the data confidential and maintained its integrity.
- Reviewed and Provided valuable actionable recommendations based on the findings that drive tangible business.
- Conducted Analysis to address business opportunities for enhancing efficiency of the enterprise.
- Conducting financial analysis and analysis of various business models for calculation of tariff, IRR, returns.
- Planned and executed Renewable energy expo project and reduced the cost by 20%.
- Successfully helped my senior management in increasing the commissioning from 272 MW to 790 MW in one year by regular follow ups and reporting.

Business Analyst to MD

January 2012 to March 2015 Carrier Enterprise - Syracuse , NY

- Completed and processed expense reports, invoice approvals, professional registrations
- Served as the main point of contact for inquiries about meetings, scheduling and communication
- Proactively resolved any issues in a professional manner
- Provided in depth analysis of industry, market, sales & operations on regular basis.
- Reviewed projects related to cost control and got appreciation to reducing the cost by 10%.
- Planned and Executed the budget and goal setting exercise for financial year.
- Reviewed and analysed the Monthly MIS with Head of the departments and effectively controlled it.
- Recorded minutes of meeting and took routine follow ups on action plan.
- Represented managing director in various presentations and preparing presentations for important forums.
- Planned & Organized trade shows like Auto Expo 2014 and reduced the cost by 15%.
- Published Weekly KPI dashboard for operational & financial factors and monthly automotive presentation.
- Handled Product management and product launches which includes branding, promotion, client interaction.
- Effective Calendar management for MD and senior consultants for effective utilization of time.

Executive Analyst

April 2011 to January 2012 Nucleus Software Exports Ltd - City , STATE

- Project Management: Tracking, Monitoring and Review Projects health at organizational level.
- Initiated processes development and Improvements to ensure compliance to the maximum standards.
- Documented different business processes at organization level, Requirement gathering and facilitate automation of the processes.
- Coordinated with Project managers to ensure optimum delivery of projects to the clients.
- Coordinated with the sales team to plan and execute delivery of demos to the prospective clients around the globe.
- Analysed and presented weekly status of Projects, bugs, QA's to the top Management.

Management Trainee

August 2010 to March 2011 Hero Corporate Services Ltd - City , STATE

- Prepared monthly Automotive Report -Analysis of every month's data on production and sales of vehicles in India with the help of SIAM flash report.
- Prepared of Monthly Steel Report: - Analysis of every month's data on production of steel both "Hot Rolled and cold rolled steel".
- Gained vast experience of Capitalize (Market Research Software for Indian Companies), Hoover (Market Research Software for foreign)

Companies) and certification in the execution of MS-Excel (2007) and MS- PowerPoint (2007) operations.

- Conducted market research (primary & secondary) by collecting the data of all the Indian companies in this sector and calculating the market size for the following: - Brake shoes for two wheelers for both Indian and global companies.

Education

Master of Business Administration : Marketing & Operations , 2010 Amity University - State , INDIA Marketing & Operations

Bachelors of Engineering : Mechanical , 2008 Maharshi Dayanand University Faridabad INDIA Mechanical

SUMMER INTERNSHIP & PROJECTS *M.B.A Summer Internship Project Talbros Automotive Components Ltd. *Project- An initiative to increase sales of automotive gaskets in Delhi/NCR. (May-June'09). B.E final Year Major Project Project - Conversion of two wheel drive vehicle into four wheel drive vehicle in 800cc engine. (2007-08). B.E Summer Training Whirlpool India Ltd. Production department (June-July'07) B.E Summer Training JCB India Ltd. Assembly plant and quality department-(June-July'06) Continues.

Skills

Branding and Promotion, Budgeting and Goal Setting, Business Analysis, Business Intelligence, client service management, financial statement analysis, leadership management, Market Research, MS-Excel, MS PowerPoint, MS Word, MIS Management, presentation skills, Product management, Project Management, Reporting Management, sales Management, Event Management, Administration.