

## TRAINEE RESEARCH ANALYST

### Summary

- Versatile, result-oriented analyst who has succeeded working in highly responsible and challenging analytical assignments.
- Strong business background including analysis, research, partner/client relations, design, implementation on various platforms.
- Excellent communication, presentations, analytical and interpersonal skills.
- Expert in requirements gathering, analyzing, scope defining and writing system functional specifications for ERP and CRM system
- Adept at managing internal and external communications.

### Highlights

- TECHNICAL SKILLS
- Functional knowledge: Goldmine, ACT!, Quickbooks Simply Accounting, MS Navision, MS Solomon, MS Great Plains, Sage ERP, Sage CRM, Accpac ERP, MAS 500, SalesLogix, Salesforce. Well-versed with functionality of various financial software like CapitalLine, Prowess, Reuters 3000 Xtra, Bloomberg Terminal, NewsWire
- Databases: MS Access, SQL 1 INDUSTRY PROJECTS
- Name: 'Identifying concern areas for Customer Service in Spinach Retail Stores and Usage Analysis of Loyalty Card holders' Conducted Market Research for Loyalty Card holders for Spinach Retail - Wadhawan Food Retail (P) Ltd. Analyzed and presented marketing data for client firms using SPSS (Statistical package for Social Sciences) and MS Excel.
- Name: 'Audit of Internal process in Food & Beverage department area of Taj Mahal Palace & Tower, TATA Group Mumbai' Worked on the internal audit of business and accounting process. Performed task to ensure reliability and adequacy of internal control in Food & Beverage department of hotel. Provided detailed report of all findings throughout the audit process to inform the internal managers whether the processes are in compliance with standard operating procedures.

### Accomplishments

- February 2009 - Won 3rd prize for presenting research paper on 'Cyberpreneurship' in 'TTC-2050: "Going Global" an event at IES Management College And Research Centre - Mumbai, India
- January 2009 - Won 2nd prize for presenting research paper on 'Non-Proliferation treaty' in 'India Churning', an event at AICAR Business School - India

### Experience

Trainee Research Analyst 03/2010 to 03/2011 Pacific Premier Bank

- Performed research and mining data from databases like CapitalLine, Reuters, Bloomberg, NW and crunched the data in Excel to arrive at projections, estimations.
- Computed and forecasted future earnings of companies listed on Indian stock exchange NSE, BSE, using NPV and PE valuation techniques.
- Computations of various stock derivatives rollovers listed on Indian stock exchanges using Excel.
- Worked on improvement of internal software that flashes news on channel. Improvisation done in a manner that UI becomes friendly and human efforts of flashing data reduces.
- Member of special team that worked on important policy events like Budget, Economic Policy announcements, Elections, etc.

Summer Intern 03/2009 to 06/2009 All In One Accounting

- Understood the methodologies to cover the risks that arise in international interest and foreign exchange derivative market.
- Analyzed client's foreign exchange need and suitably implemented 'Ionpot' - a software that allows to price, save and mark-to-market various interest rates and forex derivative instruments.

Business Development Analyst 07/2007 to 07/2008 All In One Accounting

- Clients:- Tormo & Asociados -Mil Franquicias.com (Spain), Rentbazaar (Pune, India)
- Led and conducted company level JAD sessions for requirements gathering and designing the website.
- Executed efforts within the SDLC parameters to ensure customer satisfaction and completion of website development, deployment, implementation and configuration.
- Tracked development progress using Requirement Traceability Matrix (RTM), MS-Excel
- Worked on promotion of websites by enhancing their listing on various search engines with tools like SEO (Search Engine Optimizations), PPC (Pay Per Click), etc.
- Interviewed Subject Matter Experts (SMEs) and created various flow diagrams highlighting proper online campaigns.

Business Development Analyst 05/2006 to 06/2007 Sage, AccPac, Salesforce, Saleslogix, QuickBooks, MS Dynamics Navision, Solomon

- Prepared the Business Requirement Document (BRD) and Functional Requirement Document (FRD) for the enhancement of the existing migration and integration software.
- Developed use cases, business flows, screen mock-ups, and activity diagrams so that developers and various stakeholders can understand the business process and proposed requirements.
- Proposed add-on tools to existing customers and helped in designing the architecture of tool to complement the business process.
- Have worked very closely with the Quality Assurance and DevOps Team in an ongoing cost based analysis to stay within scope and

available resources.

#### Education

Master of Business Administration : Mumbai Education Trust Mumbai University Master of Business Administration (M.B.A.) Mumbai Education Trust Finance 2008-10 Master of Commerce (M.Comm) Mumbai University

Bachelor of Management Studies : BMS Mumbai University Management 2006-08 Bachelor of Management Studies (BMS) Mumbai University

#### Certifications

PPC ACT

#### Affiliations

Master of Commerce (M.Comm) Mumbai University

#### Presentations

Excellent communication, presentations, analytical and interpersonal skills

#### Skills

Business Development, Excel, Exchange, Architecture, Cases, Integration, Integrator, Mock-ups, Quality Assurance, Ups, Use Cases, Budget, Databases, Derivatives, Ui, User Interface, Business Requirements, Clients, Deployment, Engines, Jad, Progress, Requirements Gathering, Rtm, Satisfaction, Sdlc, Search Engine, Search Engine Optimization, Seo, Access, Accounting, Accpac, Act!, And Accounting, Audit, Budget Analysis, Budgeting, Client Relations, Crm, Customer Relationship Management, Customer Service, Data Analysis, Employee Resource Group, Enterprise Resource Planning, Erp, Financial Management, Functional Specifications, Goldmine, Great Plains, Internal Audit, Long-term Disability, Ltd, Market Research, Marketing, Marketing Analysis, Mas, Ms Access, Ms Excel, Ms Great Plains, Navision, Quickbooks, Receptionist, Retail, Retail Marketing, Retail Sales, Saleslogix, Solomon, Sow, Spss, Sql, Statement Of Work, Writing Functional, Foreign Exchange, Finance