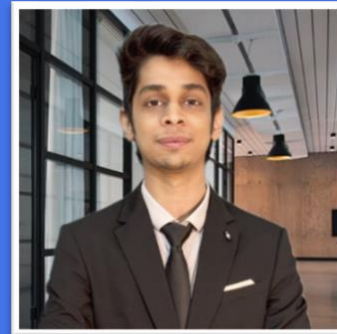


# Hardik Mehta

## PROFILE

MBA student at Munich Business School with 5+ years of experience in Quality assurance & Testing, Process optimization and Business Development. Skilled in Power BI, MS Power Automate and MS tools with a proven ability to boost productivity, streamline operations and precise documenting. Excelled while working in Global teams.



## CONTACT

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 Munich, Germany

## LANGUAGES

English (Fluent)

German (A1)

Hindi (Fluent)

## TECHNICAL SKILLS

Jira MS Power Automate

MS Planner SQL

MS Excel Confluence

Bloomberg PowerBi

Tableau Xray

Test Rail SharePoint

Database Management

Miro MS Power Point

Data Visualization

## SOFT SKILLS

Global Collaboration

Presentations

Problem-Solving

Process Optimization

Analytical Thinking

Public Speaking

## EDUCATION HISTORY

Munich Business School

**Master of Business Administration (General Management)**

*Munich, Germany  
Pursuing*

Savitribai Phule Pune University

**Bachelor of Business Administration (International Business)**

*Pune, India  
July 2016 – May 2019*

### Coursework

- **IT in Business Operations** - Understanding Data Organization, Introduction to ERP tools, Studying Management Information Systems.
- **Business Reporting and Analysis** – Understanding Importance, Scopes and uses of reports, knowing growth patterns, KPIs in Data Analysis, Studying Resource needs and forecasting.
- **Int' Project Management** – Studying Project management strategies, performance measurements and **Risk management**, Learning **Time, Cost, Quality planning, Closure processes**.
- **Cost Accounting** – Studying Costing and **Cost Accountancy**, Preparation of Cost Sheet, Understanding Contract costing and types of costs.

## WORK EXPERIENCE

Ubisoft Studios

**Senior QA Tester**

*Pune, India  
Apr 2022 – Aug 2024  
Projects – Far Cry 6, Skull and Bones, \*Confidential AAA\**

- Showcased excellent **Interpersonal and Communication** skills while conducting workshop for **MS Power Automate**
- **Analyzed** reports and featured health documents to plan and execute daily QC checks, contributing to timely completion of milestones with increased efficiency by **15%**
- **Created and implemented** an update-sharing system with MS Power Automate & Microsoft Forms, reducing sharing time by **60%**
- Developed automated **Power BI** and **Jira** linked tasks KPI storage on SharePoint, with **Power Automate** and **Gen AI** enhancing project oversight and saving **40%** weekly reporting time
- **Overseen** a team of **15**, focusing on key project mandate for the AAA title "Skull & Bones" & an un-announced title, ensuring positive team environment
- Applied **RACI Matrix** to clearly define roles & responsibilities at the ground level for small teams, resulting in fixing gaps in **team structure**.

# INTEREST

I love going on Motorcycle Road trips and hiking to enjoy scenic views of the valleys. As well as I love playing Football and I am a huge supporter of Real Madrid. As a Gamer I also enjoy following E-Sports in my spare time, "Valorant" is my current favorite.

## QA Tester (Junior, Intermediate)

*Apr 2022 – Aug 2024*  
*Projects – Far Cry 6, Skull and Bones*

- Developed **Jira** dashboards for Global teams, enhancing project Visibility and facilitating data-driven decision-making across the teams
- Crafted a formula-based advance **excel report process**, boosting efficiency by **80%**
- Efficiently managed global Confluences of Projects, with regular maintenance
- Awarded as Top QC reporter for being efficient by **30%** than the team average

## Mpower Investments, India Business Development Intern

*Pune, India*  
*May 2019 – Sept 2019*

- Implemented **MS-Excel** based data-entries and Power Bi based reports, optimizing data tracking, improving investment data visibility.
- Implemented **MS planner-based** task assignation and tracking system ensuring smooth processing.
- **Researched** top performing Mutual funds in the market with official government sources, leading to an annual boost in investment profits by **5-8%**.
- Designed **Power-Bi** based KPI reports for **Analyzing** business performance, aiding strategy formulation.

## EXTRA CURRICULARS

### Student Council, Munich Business School

*Oct 2024 – Active*

- **Elected** as Member of Student Council in University Elections.
- **Actively** Co-ordination between students and Administration and direct student problems by providing appropriate help.

### MBS E-Sports Club, Munich Business School

*Sept 2024 – Active*

- In charge of **COO** role to revive Inactive student club.
- **Restructured** the Club proceedings, increasing the events turn-up rate by **50-60%**
- **Organized** events and various E-sports tournaments for university students

### Rotaract Club – Bibwewadi, Pune

*Jun 2020 – June 2024*

- **Contributed** to social initiatives by donating blankets, food, and clothes to homeless people.
- **Collaborated** with "Sahayata Shubh Heeth" NGO for a Tree plantation drive, planting over 100 plants in 3 hours.
- **Collaborated** with an NGO for spreading awareness about sustainable waste management.

### Cultural Team, Sinhgad College

*Aug 2018 – Feb 2019*

- **Selected** as 1 of 15 from 80 candidates for the college Cultural team, hosting Annual and several weekly events for 600+ student.
- **President** of a team for 6 months, goal being organization of several events with 600+ participants.
- **Led** and acted in a YouTube short film promoting Drug addiction awareness among cultural events.

### Captain, Sinhgad College Cricket Team

*Jul 2016 – Feb 2019*

- Led the College cricket team in 6 significant tournaments; finished 2nd runner in Inter college & university tournaments.

Date: 27-01-2025

Signature:

*H.v.m*