**Pooja Sharma**

**Contact No –9650144202**

**Email Id -** Poojasharma44202@gmail.com

**Flat no. 23C**

**Garden Villa Homes,nagla road, zirakpur(near indane gas godown)**

**Punjab**

**140603**

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**Summary**

* An energetic and talented researcher with a strong desire to build a career within the research industry especially in service industry. Passionate, self-motivated individual with a drive to succeed, having excellent organizational skills.
* Ability to handle multiple tasks in a dynamic environment.
* Develops and maintain close relationships with professional and Account managers to ensure quality in the work.
* Preparing Client end-deliverables, Business process analysis and improvement.
* Analyzing business processes, perform assessment and create reports for managing workflow.
* Excellent Written & Verbal Communication Skills.

**Professional Experience:**

**Wipro Ltd. Jan 15 till Jan 17**

**Senior Financial Analyst**

Wipro Ltd (NYSE:WIT) is a global information technology, consulting and outsourcing company with 170,000+ workforce serving clients in 175+ cities across 6 continents. The company posted revenues of $7.7 Billion for the financial year ended Mar 31, 2016.

Wipro helps customers do business better by leveraging our industry-wide experience, deep technology expertise, comprehensive portfolio of services and vertically aligned business model. Our 55+ dedicated emerging technologies ‘Centers of Excellence’ enable us to harness the latest technology for delivering business capability to our clients

**Responsibilities-:**

* Responsible for analysing quality of the International financial portfolios for Bloomberg, USA.
* Analyzing client prepared financial statement such as income statement, balance sheet and cash flow statements and ensuring that the financial information is presented clearly, consistently and on time.
* Capture each element in a financial statement and business report including information such as financials, numeric accounting standard description, units, currency etc., reformulating the reported financial information and converting the whole document into an interactive financial report making it easy to identify.
* Reviewed BBB( Better Buisness bureau) complaints to maintain an excellent rating status and ensure overall customer satisfaction.
* Represented clients internally and coordinated with other functions to implement client systems, complete projects, and address ongoing service needs.
* Responsible for delivering the contractual results and growth for the client around the forecast, metrics, specific product lines, staffing and operations, customer service, developing and implementing product / service standards.
* Prepared and presented revenue growth reports to clients on a bi-annual basis.
* Understanding the calculation and the hierarchical flow of the financial statements along with the different reportable notes to the accounts.
* Analyzing Annual reports, 10-K/ 20-F fillings to study Corporate Family trees (Parent – Subsidiary linkages) across various industries for Global companies operating in different countries.
* Capturing the segment information from the financial report and analyze and interpret its performance in different segments in different years and make a comparative analysis with its peer group.
* Compute and interpret financial ratios and evaluating the risk and profitability of a firm (business, sub-business or project).
* Communicating with Client teams for work updates and resolving Ad-hoc requests received from them.
* Worked on all major client priorities and assignments.

**Reporting**

* Trend Analysis, Weekly Review & Control Chart.
* Analyse and causes of rejection request through Pareto Analysis.

**Additional Skills**

* Analysis of Financial Statements.
* Accounting Ratios.
* Portfolio Management
* Cash Flow Statement.
* Knowledge of digital marketing

**Edelweiss financial services(As an Intern) Jun13 to Jul 13**

Company in various projects like:

* Indian capital market
* Indian capital market function.
* Instruments,

In all the above projects, I collected data about the preferences of customers, analyzed the data and interpreted the results.

**The major learning’s are:**

* **Organizational culture**
* **How to approach the people**
* **How to convince the people.**

**Accomplishments**

Attended workshop on National Stock Exchange (NSE) and Securities and Exchange Board of India (SEBI)

Participated in debate on FDI in Retail at Inter college competition.

**EDUCATIONAL QUALIFICATION:**

* Accurate Institute of Management& Technology, Greater Noida 2012 -2014

PGDM Finance and Marketing

* Delhi University, 2008-2011

Bachelor of Commerce Finance

* Shree Thakur Dwara Balika Vidhalaya , Ghaziabad 2006 -2008

HSC CBSE

* Shree Thakur Dwara Balika Vidhalaya , Ghaziabad 2005 - 2006

SSC CBSE

**Technical Skills**

* MS Excel — Lookup functions, Pivot Table, Charts, Formulas &Functions etc.
* MS Word — Mail Merge, Macros, etc.
* MS Powerpoint

Pooja Sharma