

CURRICULUM VITAE

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OBJECTIVE

Adaptable Data Analyst skilled in recording, interpreting and analyzing data in a fast-paced environment. Advanced proficiency in all aspects of Excel. Experienced in preparing detailed documents and reports while managing complex internal and external data analysis responsibilities

CORE QUALIFICATION

- Data and statistical analysis
- MS Excel proficiency
- Report generation
- Time management
- Project management
- Interpersonal communication

WORK EXPERIENCE

Current Employer:

Monsanto Holding PVT LTD:

Department – Admin

29 July 2011 – At Present

Current Designation: Business Analyst

Job Functions to include:

- ⇒ Performed daily data queries and prepared reports on daily, weekly, monthly, and quarterly basis.
- ⇒ Extracted, compiled and tracked data, and analyzed data to generate reports.
- ⇒ Used advanced Excel functions to generate spreadsheets and pivot tables.
- ⇒ Interpret data from primary and secondary sources using statistical techniques and provide ongoing reports.
- ⇒ Compile and validate data; reinforce and maintain compliance with corporate standards.
- ⇒ Develop and initiate more efficient data collection procedures.
- ⇒ Working with managing leadership to prioritize business and information requirements.
- ⇒ Worked with other team members to complete special projects and achieve project deadlines.
- ⇒ Developed optimized data collection and qualifying procedures.
- ⇒ Leveraged analytical tools to develop efficient system operations.
- ⇒ Analysis of the products in the market prepares reports accordingly.
- ⇒ Product Related information gathering about trends, customs and practices.
- ⇒ Prepare Monthly, Quaterly & Annual Budgeting and Forecasting of Headquarter and products.
- ⇒ Prepared variance reports such as Forecast vs. Actual sales
- ⇒ Providing information in a concise and simple way to Senior Management
- ⇒ Analyze the data and help the business use the same for decision making and Variance analysis.

- ⇒ To ensure availability of various reports and MIS as per business needs and their timely analysis to recommend steps to enhance productivity & business performance as a whole.
- ⇒ Preparing Incentive plan for Sales, Marketing and Admin Department for achieving.
- ⇒ Maintaining DATABASE RECORD of current and previous employees (Field Force) of ORGANISATION for reference of Finance and Accounts.
- ⇒ Scrutinization Of incentives calculations.
- ⇒ Sending incentive calculations to Field Force.
- ⇒ Query resolution related to Incentives.
- ⇒ Outstanding analysis and follow-up with Field managers for overdue outstanding realization.
- ⇒ Analysis on business performance on a monthly basis & monitor area wise progress in line with Business Plan.
- ⇒ Assist in the production of periodic and ad-hoc research management reports.
- ⇒ Preparing Business Overview PPT on Weekly basis to highlight activities on Field
- ⇒ Tracking of Sales, Return and POG against Placement
- ⇒ Co-Ordinating with Field Managers for Customer Outstanding and Collection.

Sales Effectiveness Assistant:

- ⇒ Actively involved in laying down **Strategy planning, Organizational design and Annual Budget Planning** for major Business
- ⇒ Develop excellent understanding of Business across Functions/ Departments so as to provide and partner with Business for Role-based Reports / Dashboards which would assist them in their day to day working and effective Decision making at all levels.
- ⇒ Analyzing Kind Scheme Circulars, floated in the Market for increasing Sales
- ⇒ Preparing a MIS Report for Management
- ⇒ Preparing a Projection plan for Management
- ⇒ Making Advanced presentation in Ms PowerPoint to present MIS & other related important reports
- ⇒ Preparing and analyze reports & other statements with a view to apprise management of process operations and assist in critical decision-making process by using MS-Excel.
- ⇒ Interacting with Support functions for smooth function of process & reporting etc.
- ⇒ Trend analysis to identify improvement opportunities.
- ⇒ Assisting Sales, Supply, logistic and marketing teams with key reports to drive sales forward.
- ⇒ Communicating with the National Sales Lead on weekly basis for sharing the process updates and for any suggestion or queries
- ⇒ Editing, cleansing and processing data using Excel.

Sales Coordinator -Admin:

- ⇒ Coordinating the sales team by managing schedules, filing important documents and communicating relevant information
- ⇒ Store and sort financial and non-financial data in electronic form and present reports
- ⇒ Planning Marketing and Field activities
- ⇒ Tracking activities from IDEA tool against Plan
- ⇒ Screens and sorts mail. Prepares files attaching appropriate supporting documentation and researching information as required. Responds to requests within area of responsibility. Notes required actions and ensures follow-up.
- ⇒ Coordinates arrangements for events and conferences. Makes travel arrangements.
- ⇒ Editing, cleansing and processing data using Excel
- ⇒ Develop new reports.
- ⇒ Re-engineers Existing Reports.

Major Projects Undertaken

- **Customer Relationship Management –**

Closely collaborate with business partners to validate and direct all corporate-wide CRM initiatives.

Active role in evolving **Reporting and Analytical Capabilities.**

Advance the use of analytics, measurements and tracking tools within the Sales and marketing organization.

Synthesize and share CRM data, learnings and best practices across Steel India locations.

- **PDP – Planning Demand Process**

Forecasting sales on monthly basis against demand and availability of Stock, to minimize sales return from market

- **IDEA – Field activity planning tool**

Tool for planning and reporting sales activities used by sales team on field

Sharing data management team to plan branding

- **SFDC: Sales Force**

Sales force is a tool which help us to get smarter about customers so we can deliver the fashion forward choices they expect from company

HDFC Bank Ltd

Department: Sales

Designation: CSE

Period: 17 Nov 2008 to July 2011.

Job Profile:

- ⇒ Explain the customer about the various benefits of the product.
- ⇒ Help the customer to complete documentation & application formalities.
- ⇒ Verify the authenticity of the documents & identify the customer.
- ⇒ Keeping a list of acceptable documents required for AOD as a ready reference.
- ⇒ Maintain the MIS to capture the forms sent to CPU with other required details for account set up.
- ⇒ Reconcile the rejected forms from the CPU on alternate days.
- ⇒ Train the executives by delivering proper knowledge about the products and ensure that KYC norms being followed by them strictly & that no malpractices being done by them

OSA Education and Welfare Center

Designation: Faculty

Period: 3 Sep 2007 to 15 Nov 2008.

Job Profile:

- ⇒ Worked for NGO to help privilege students
- ⇒ Providing Computer Training to the students
- ⇒ Working as an account assistant to help in account activities

MESCO Trust

Designation: Office assistant

Period: 1 June 2007 to 1 Sep 2007.

Job Profile:

- ⇒ Receive, sort and distribute incoming mail
- ⇒ monitor incoming emails and answer or forward as required

- ⇒ prepare outgoing mail for distribution
- ⇒ fax, scan and copy documents
- ⇒ maintain office filing and storage systems
- ⇒ update and maintain databases such as mailing lists, contact lists and client information

EDUCATIONAL QUALIFICATION

- Completed PGDBM from Symbiosis University with Specialization in Finance
- Passed B.Sc from Mumbai University in the year of 2007
- Passes HSC from Mumbai University in the year of 2004
- Passed SSC from Pune Board in the year of 2002

ADDITIONAL QUALIFICATION

- Passed MSC-IT in the year 2008

SOFTWARE EXPOSURE

Operating Systems : Windows-98, Windows 2000 /XP

Software : MS-Office 2000, SAP and Tally

PERSONAL PROFILE

DATE OF BIRTH : 11th April 1987

SEX : Female

MARITAL STATUS : Married

NATIONALITY : Indian

LANGUAGES KNOWN : English, Hindi, Urdu and Marathi

HOBBIES : Listening to music and Cooking

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Date: 22.02.2019

Place: Mumbai