

Swapnil Upadhyay

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PROFESSIONAL SUMMARY

Motivated MBA Finance candidate with strong exposure to project coordination, stakeholder management, and integrated marketing operations. Experienced in accounts payable, financial analysis, vendor engagement, and campaign delivery support. Proven ability to manage multiple tasks while collaborating across departments to ensure timely, accurate, and client-focused results.

WORK HISTORY

01/2023 -- 09/2024

Financial Analyst

PEARSON INDIA EDUCATION SERVICES | NOIDA, INDIA

Key Achievements

- Awarded **RISING STAR** for 2023-24
- Managed key aspects of a high-profile **Pearson-Disney contracts**, overseeing “My Stars and Heroes” and “New English Adventure” in Pearson’s database and reporting accurately through the Disney Royalty Portal.

Key Role and Responsibilities

- Served as the key contact for project coordination, owning assigned tasks and supporting client workflows across creative, finance, and production teams.
- Built trusted relationships with clients and internal stakeholders, confidently representing client needs and offering input to improve delivery and efficiency.
- Collaborated with internal departments to ensure smooth end-to-end project execution, from briefing to asset delivery, while maintaining high-quality standards.
- Managed internal trackers, status reports, and client-facing documentation to support project visibility and ensure all actions were completed before delivery.
- Briefed studio teams on client revisions, communicated updates promptly, and monitored project progress to ensure timely completion.
- Reviewed deliverables for accuracy and consistency, ensuring alignment with client expectations and brand guidelines.
- Tracked project costs, supported financial updates, and assisted with reconciliations and reporting as needed.
- Provided administrative support including meeting coordination, note-taking, and documentation management, contributing to seamless account operations.
- Handled multiple projects simultaneously, delivering consistently under pressure and meeting tight deadlines.

Key Skills Developed

- Communication & Stakeholder Management
 - Integrated Marketing & Campaign Delivery Support
 - Creative Briefing & Proofreading
 - Financial Tracking & Invoice Reconciliation
 - Oracle ERP & CRM Tools
 - Microsoft Office Suite (Excel: VLOOKUP, Pivot Tables)
 - Team Collaboration & Status Reporting
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ACADEMIC QUALIFICATIONS

09/2024 – 09/2026	MBA – FINANCE UNIVERSITY OF GREENWICH, LONDON, UNITED KINGDOM
	<ul style="list-style-type: none">• Key Modules: International Financial Management, Principles of Finance, Research Methods, Financial Management (MBA), Strategy and Business Decision Making (Finance)• Currently pursuing; grades for exams and assignments pending
08/2019 – 11/2021	M.COM – JAMIA MILLIA ISLAMIA UNIVERSITY NEW DELHI, INDIA
	<ul style="list-style-type: none">• Course Details: Managerial Economics, Accounting for Managerial Decision, Statistical Analysis, Financial Management and Policy, Corporate Tax Planning.• Dissertation: Factor that influence Job Satisfaction of Indian Workforce• CGPA - 8.68 /10 (UK Equivalent: First Class Honours)
08/2016 – 07/2019	Extra-curriculars
	<ul style="list-style-type: none">• Head of Content writing department of Business club in Jamia Millia Islamia University (2019-2021)
	B.COM – SWAMI SHRADDHANAND COLLEGE, DELHI UNIVERSITY NEW DELHI, INDIA
	<ul style="list-style-type: none">• Course Details: Financial Accounting, Income Tax, Cost accounting, Business Mathematics & Statistics• CGPA - 6.803 /10 (UK Equivalent: Lower Second Class – 2:2)
	Extra-curriculars
	<ul style="list-style-type: none">• Organised and volunteered in commerce fest in Delhi University• Winner of Caricature in Cultural Festival -- Shraddha Tarang 2019

VOLUNTEER EXPERIENCE

- Assisted with recruitment and database management for the HR department.
- Organized and led a fundraising event in New Delhi, managing a team of 3-4 people.

ADDITIONAL INFORMATION

- Eligible to work full-time in the UK during placement year without visa sponsorship.
- Actively seeking roles in project coordination, client servicing, or finance support.
- Available for interviews at short notice.
- References available on request