

# Financial Analyst

## Curriculum Vitae

Shaleen Ranjan

1<sup>st</sup> Floor, House No.-10, Bardha Radha,  
Behind Ganesha Temple, Bikasipura Main Road,  
Kanakpura Road, Bangalore – 560061.

Mob:- 9886494592

E-Mail id: shaleenranjan@gmail.com

### Professional Synopsis

- A meritorious student with a MBA – International Business Degree from University of Applied Sciences, Wurzburg, Germany with comprehensive knowledge and understanding about the Finance domain.
- Knowledge of financial product cycle and banking operations.
- Proven track record of achieving targets, service standards and operational excellence.
- Consistent performer with a proven track record of increasing revenue and streamlining workflow.
- Excellent writing, communication, interpersonal liaison and problem solving skills with the ability to work in a multicultural environment.

### Career Objective

3 years of experience in finance and Commercial Banking. I want to join a company where my Knowledge would be polished by taking Challenging assignments and contributing to the growth of the organization by constantly learning and improving, filled with commitment and dedication.

### ACADEMIC QUALIFICATION

<b>2010</b>	Post Graduate Diploma in Management (PGDM)	Finance with 74.35 % from Institute of Management, Christ University, Bangalore.
<b>2010</b>	Masters Degree in Business Administration (MBA)	International Business from University of Applied Sciences, Wuerzburg, Germany.
<b>2007</b>	Bachelors Degree in Science (B.Sc.)	Life Sciences with 64% from Kirorimal College, Delhi University, New Delhi.
<b>2002</b>	12 <sup>th</sup> (ISCE)	Biology with 80.20% from St. John's School, Ghazipur.
<b>2000</b>	10 <sup>th</sup> (ICSE)	with 89% from St. John's School, Ghazipur.

### Work Experience

Organization: -

Duration: -

Designation: -

Australia and New Zealand Bank Support Service Pvt. Ltd. Bangalore

June 2010 Till Present

Senior Financial Analyst

# Financial Analyst

## Key Duties & Responsibilities

- Extracting data from customer's financial records to facilitate ratio analysis for the financial review of existing and prospective customers of the bank.
- Performing preliminary interpretation of customer's financial statements.
- Update financial data in the Key Performance Indicator (KPI) & IMPACT/Risk Origins applications in accordance with established credit policies to meet requirements of Regulatory authorities for banking operations.
- Performing Credit ratings for Annual/Short form Reviews for existing and prospective customer using the Electronic Credit Rating Assessment Tool to help decide on the product offerings to customer adhering to the Bank's/ Government Authorities regulations.
- Classifying historical financial data according to pre-defined terms and update KPI to ensure compliance with policies and procedural guidelines.
- Other designated team activities to assist with peak workflows.
- Checking the financial extraction performed by the team members which involves identifying errors made in processing and its subsequent reporting to ensure the 100% accuracy over the year.
- Keeping the turnaround time at 100% throughout the year to outperform the expectations.
- Mentoring colleagues starting on the process to be consistent on quality and SLA.
- Maintaining the team's "Productivity" and "Utilization" using the "AOM" application keeping the variance to a minimum as per the targets.

---

## AQUIRED SKILLS AND ACHIEVEMENTS

- Prioritizing team activities in order to achieve Service Level Agreements
- Ensure timely deliverance of services with zero margin of error.
- **"Best Performer of the Month"** for multiple months at CRS, ANZ, Bangalore.
- **"Customer Service Institute of Australia"** certified Customer Service Professional.
- Several appreciations and accolades from our Front Line staff for customer service.

---

## IT Skills

- Expertise in Office Automation Software (Microsoft Office)
  - Proficient at Working In Banking Business Tools & Software.
  - Expertise in Windows, Linux & Mac OS.
-

# Financial Analyst

## Academic Projects

- **Project : Organization Structure Study**  
  
Company : Maruti Udyog India Limited, Gurgaon  
  
Tenure : 01<sup>st</sup> May'08 – 15<sup>th</sup> May'08  
  
Scope : To have the idea of the organization structure and functioning from the top management to floor level before the start of PGDM programme.
  
- **Project : Financial Appraisal of Salaya - Mathura Pipeline Project in Indian Oil Corporation Pipelines Division Headquarters, NOIDA, New Delhi**  
  
Company : Indian Oil Corporation  
  
Tenure : Apr'09 – May '09  
  
Scope : The project was implemented to give a comprehensive re-estimate of the project of augmentation of the existing Salaya-Mathura pipeline based on the revised price level (2009). Involved in calculating the financial feasibility of the project at the revised prices by estimating the changed IRR and NPV and suggesting the necessary steps to be taken by the company. The project is approved by IOC and work is in progress.

---

## Extra Curricular Accolades

- **Functioned as:**
  - Member of the organizing team for Intercollegiate Management Fest "USHUS 2008", at CCIM.
  - General Secretary of Students Union and organized Annual Fest during 2005-2006 in KiroriMal College, Delhi University.
  - Council Member of University Health Services, Delhi University Chapter.
  - Assistant Editor of College Hostel Magazine.
  - House Captain for the year 2002 in school.
  - Team Leader for educational visits to Multi National Organizations in Germany. E.g. Volkswagen, Bosh Rexroth.
- **Actively participated in:**
  - International Management Fest "Tarkash" 2008 at ICAI Business School, Bangalore (IT Vertical).
  - Participated in Debates and Quiz.
  - Team Events in Company Outings.

---

## **PERSONAL DETAILS**

Date of Birth : 10<sup>th</sup> September 1986  
Marital Status : Married  
Languages Known : English, Hindi and German  
Present Address : 1<sup>st</sup> Floor, House No.-10, Bardha Radha, Behind Ganesha Temple, Bikasipura  
Main Road, Off. Kanakpura Road, Bangalore – 560062

---