**CURRICULUM VITAE**

**Arvind Badooni**

145, Second Floor, Gagan Vihar Main, New Delhi-110051

**Contact:** 9953977797, 9873913914, [arvindbadooni@gmail.com](mailto:arvindbadooni@gmail.com)

---------------------------------------------------------------------------------------------------------------------------------------------------

**OBJECTIVES:**

To obtain a challenging and responsible position in a professionally managed organization, where in, I can contribute to the successful growth of the organization utilizing my skills and hard work and also further improve my professional skills.

**PROFILE SUMMARY:**

An OCA certified professional with extensive experience in the field of Analytics, MIS and Reporting. Efficient in use of Analytical tools and software like SQL, Ms Excel, Ms Power Point, Ms Outlook and have Strong analytical, statistical and data mining skills to study trends, make projections and to interpret numeric information with high proficiency in MS Excel (VLOOKUP, charts, formatting, numerical analysis, and use of complex formulas)

**EMPLOYER:**

BA CONTINIUM SOLUTIONS India LTD known as BANK OF AMERICA (September 2008 – Present)

Team Developer – Analytics Research & Modeling (ARM) – Analytics and Reporting

**RESPONSIBILITIES:**

To work with onshore LOB business partners to understand their reporting and analytics requirements/process in order to seamlessly convert data into actionable metrics that will help the business to perform day to day operations. Understand the data to help the business partners to analyze the Implementation data and refurbish into information for senior management. Produce daily, weekly & monthly reporting information on key departmental performance indicators, which can then used by management to support business decisions.

* Provide daily, weekly and monthly analysis on performance data to Bank of America’s Servicing Department
* Data extraction, manipulation and database-checks using SQL Queries
* Automating reports using SQL Queries and VBA
* Analyzing and validating data in Excel.
* Releasing monthly & daily error analysis reports.
* Identify and develop performance measuring and tracking methods to facilitate reporting.
* Prepare and execute as requested/required management reports in excel
* Train new associates and conduct knowledge transfer on the end to end reporting & analytics process
* Close co-ordination with line managers and other planners across service lines
* Interact with LOB on product’s performance and services on daily basis
* Ability to work closely with business partners both locally and globally
* Responsible for implementation of New Business Unit Hierarchy into the system and their Quarterly updates.
* Preparation of Monthly Decks for procuring Senior Leadership.
* Responsible for Coaching and feedbacks of Associates
* Prepare monthly Trackers of Team Accuracy and Productivity

**ACHIEVEMENTS:**

* Organized Confluence across the Sites in Bank OF America (year 2011 & 2012).
* Organized Blend across the Sites in Bank OF America (year 2013).
* Organized Process Offsite & took care of logistics.
* Being a Member of AWO (Analytics with Operations), created “Document Direct-Services Fetcher” in Excel, VBA and SQL.
* Received Rewards & Recognition Award for handling multiple tasks and meeting the deadlines through extra effort and completing the task without compromising on quality.
* Awarded K-Performer for September 2009
* Awarded K-Performer for April 2010
* Awarded the Bronze award for Q2 of 2010
* Awarded the Bronze award for Q2 of 2011
* Awarded the Silver award for Q2 of 2012
* Awarded the Bronze award for Q4 of 2012
* Awarded the Silver award for Q2 of 2013
* Awarded the Silver award for Q4 of 2013
* Received appreciations several times from customers for providing prompt data and information–through US Counterpart.
* Performed consistently throughout the year in delivering reports to line of business with 100% accuracy.
* Completed 2 SIX SIGMA projects “The Client target and Site Managers % Met Report Automation” by saving 87 hours & “One Week out CTD Report Automation” by saving 84 hrs 7mins in a year respectively.

**COMPUTER EXPERTISE:**

* Demonstrated ability to make use of and manage large databases by means of analytical tools
* Advanced know-how of Excel and Visual Basic Application and SQL (oracle)
* Expert user of Excel and PowerPoint
* Programming language – VBA
* Databases – MS Access, SQL, Oracle
* Business Application Software – Toad, Rapid SQL, SQL Server and Citrix

**LANGUAGES KNOWN:**

* SQL from NIIT.
* Visual Basic for Applications (VBA) from High Technologies.

**ACADEMIC QUALIFICATIONS:**

* Pursuing MCA from Sikkim Manipal University
* Oracle Certified Associate from Oracle University
* Bachelor of Commerce from HNB Garhwal University
* Intermediate from CBSE.
* High school from CBSE.

**TRAITS:**

* Analytical mind, positive frame of mind, adaptable and sociable.
* Outstanding interpersonal and cooperation skills
* Excellent presentation and written and oral communication skills
* Team player and rapid learner with the aptitude to work in a fast paced surroundings
* Self starter and relaxed with haziness
* Ability to prioritize and run multiple tasks simultaneously

Place: - NEW DELHI

Date: - (Arvind Badooni)