**Priyanka Athalye**

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*Pune, MH. 9130092053*

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**Profile Summary**

Accomplished **Project Management & Finance** professional with an ideal blend of academic background and real-world career development; innovative leader who quickly becomes an asset to any progressive organization. Meticulous and enthusiastic with experience at global financial firms. Strong team- working, interpersonal and multi-tasking skills, successfully completes projects within time and budget constraints.

* Effective communicator with concise verbal skills; understands deadline importance.
* Sound organizational and Business aptitude; demonstrates superior analytical mindset.
* Benefits from receptive listening ability in coming up to speed quickly; keen to learn new tools and strong team player.
* Gather, analyze and document the Business information and report as per needs.
* Versed in MS Office and other current technologies; brings reputation for dependability.

**Computer Programming Skills**

Expertise in Office Package: Microsoft Excel (Pivot Tables, VLook up, Pivot Charts, Macros, and Formulae)

ESSBASE

PBCS (Planning & Budgeting Cloud Services)

Share Point

Microsoft Word and Microsoft PowerPoint.

Sales Force

Business Objects

COGNOS (Primary level)

SQL Basics Queries

Operating System: Windows

**Professional Excellence Summary**

Progressive experience over a period exceeding 5 and half years in the Financial Analysis and Reporting in International financial firms increasing verbal and communication skills, dealing with a variety of staff members and employees. Self-motivated; capable of setting up useful priorities and take instant decisions and apply them to meet given deadlines. Adjust easily to innovative concepts and tasks.

**Strengths**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Finance analysis & Planning | Project Management | | ESSBASE | | Client Relations & Networking | | Global Financial Firms | |
| Reporting/Automation/Financial Modelling | | Documentation | | Data validation and Testing | | Budget & Forecasting | |

**Professional Experience**

**Seagull Scientific Inc. April 2015 – May 2015**

***Financial Analyst***

**Bellevue, WA**

**(moved to India)**

1. Working on short assignment to help Finance Director to build a Compensation model for their sales people using Excel.
2. Assist director in setting 2015 Q2 targets. And feeding those into compensation model to support and test feasibility.
3. Ad hoc reporting.

**Bensussen Deutsch & Associates, Inc. (BDA)** Feb 2014 – Feb 2015

***FP&A, Financial Analyst***

**Woodinville, WA**

**(contract ended)**

**Financial Data Analyst:**

1. Building and Maintaining Gross Profit Margin report for Sales Organization within Company.
2. Perform Data validation and Testing while migrating data sources from YODA to ORACLE.
3. Develop custom Reports and analyze booking and sales, actuals, trends and historical data using Excel/ESSBASE
4. Perform month end financial close
5. Creating Profit & loss and Margin Analysis for specific Business unit called Consumer product Division (CPD).
6. Actively participate in Budget Preparation process.
7. Extracting, organizing, reporting and manipulating data from various sources like ESSBASE, BO, EBS and OBIEE Oracle.
8. Financial analysis and Reporting on large amount of dataset.
9. Assist with monthly management financial presentations
10. Building Reforecast every quarter for Business units and upload forecast numbers into Financial Tools like Essbase, Excel (Vlookup, Pivot Tables, Macros and all other formulas)
11. Comparison of Actual Vs Forecast/Budget and analyze variances for Divisional Contribution reports.
12. Other Ad hoc analysis and reporting.

**Royalty Analyst:**

1. Responsible for extracting and organizing data from a variety of sources like Essbase, Business objects and Oracle BI to prepare monthly and quarterly royalty, sales, rebate or order volume reports for clients.
2. Using these reports, calculate payment requirements and get the appropriate authorization to secure timely payment.
3. Ensure that reported payments for royalties and or rebates agree to contractual requirements.
4. Assist with monthly journal entries and reconciliation to assigned balance sheet accounts.
5. Provide monthly, quarterly and annual sales analysis to internal teams/depts.
6. Prepare commission reports for outside sales reps and or agencies.
7. Work directly with Director FP&A to make process improvements and have a desire to automate reporting. This position has the opportunity to take the lead in building out automated reporting.
8. Other client specific reporting as needed and special projects as assigned.

**Intellectual Ventures**

***Financial Project Analyst*** Oct 2013-Jan 2014

**Bellevue, WA**

*(contract ended)*

* Assist in preparation of monthly financial Profit & Loss statement and operational reports for distribution to senior management
* Work with the finance team and key business leaders to create, develop, and improve financial and analytical reports mainly using Excel.
* Document current processes and identify process improvement opportunities.
* Support and actively participate in annual and periodic Budgeting and Forecasting.
* Prepare financial PowerPoint presentations for quarterly and ad hoc business review meetings.
* Perform detailed variance analysis on account balances
* Assist with monthly, quarterly, and year-end close process, including review and analysis of financial statement variances against investor-approved budgets and/or forecasts.
* Assist in day-to-day operational functions of various business groups and maintain accounting and financial records for such business groups.
* Maintain vendor contracts and tracking to budgets.
* Perform special reporting and ad hoc analyses as assigned.

**Microsoft Inc.**

***Business Analyst*** Oct 2012-Dec 2012

**Seattle,WA**

(contract ended )

* Monthly Business Review (MBR) for SMB Advertiser group.
* Sales and Service Report for managed group of Business and MS Internal teams.
* Top Advertiser report.
* Request Triaging.
* Feature Adoption report and analysis for Bing Ads.
* Share Point administration.
* Ad hoc analysis and reporting (All in Excel).

**Lionbridge Technologies, Inc *Project Accounting*/*Financial Analyst*** Aug 2011- Jun 2012

**Bellevue, WA**

*(contract ended )*

* Weekly Gathering, Analysis and Reporting of Forecast for Microsoft Accounts using advanced Excel and companies internal tools.
* Monthly Invoicing Analysis and Reporting.
* Working on SharePoint
* Documentation for the process.
* Creating and maintaining accounts in Sales Forces.
* Project communications updates to SharePoint sites.
* Touch base to COGNOS.

**Cap Gemini India Pvt Ltd**

**Pune, India**

***Project Management & Reporting,***

***Financial Analyst***July 2009 – Oct 2010

*(moved to USA)*

* Project Management and Analysis of Financials for Business units and Publication of forecasts. Managed around euro 300k of revenue for each business units.
* Revenue Analysis of Business Units and reporting to management.
* Drawing reports from Business objects for Financial Analysis and analyze data using advance Excel tools.
* Analysis of Profit & Loss (P&L) account and manage resource allocations, dashboard for Business units.
* Forecasting revenue of approx. euro 450 k for budget purposes and compares actual performance with plan. Resulting only 5% deviation and achieving 95% goals.
* Allocation of resources to client projects as per cost estimate and final billing.
* Reviewed variances between forecasted & actual amounts; resolved Billing-related issues with Delivery Mgr.
* Liaised with Invoicing team (A/P and A/R) to cleanup any unbilled or unearned funds; fulfilled missing time compliance.
* Completed tactful and effective follow up for recovering payments from key internal client.
* Ensured all ICA and SOW were in place; handled project request approvals and ICA analysis.

**Oracle Financial Services (I-Flex)**

**Mumbai, India**

***Risk Analyst*** Sep 2008 – Jun 2009

*(moved to Pune)*

* Risk analysis of portfolio managed by Blackrock Solutions Asset Manager and their clients.
* Accurately compared day-over-day package reports of clients (specifically Prudential) using Citrix and Excel.
* Derived risk (duration) of portfolio on the basis of NAV, duration, duration gap, and other variables.
* Conducted Market Summary presentations, exercising knowledge of current US financial market.

**Education**

|  |  |  |
| --- | --- | --- |
| Barkatullah University – Bhopal, India  **MBA**, *Finance***(**2008, Honors**)** |  | College of Agri. Engineering – Bhopal, India  **Bachelor of Technology (**2005, Honors**)** |

**Language Skills**

**Spanish**: Level 1 (completed from Bellevue collage)

**Reference**

ZAFCO/ Business Controller: Prakash Agrawal ([prakashag1973@gmail.com](mailto:prakashag1973@gmail.com), [prwns@rediffmail.com](mailto:prwns@rediffmail.com)).