**CURRICULUM VITAE**

**MANISH KUMAR CHAKRAWARTI**

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| Objective |

To work for a professional organization which offers challenging opportunities, an excellent cooperative working environment to utilize my professional and technical knowledge, enabling me to improve my abilities, develop my functionality, and improve the organization plans and work procedures.

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| **Summary of Experience** |

* Providing innovative thought leadership and makes significant contributions to the company's strategic planning knowledge base.
* Support significant research and analysis efforts and develops new tools and processes to evaluate strategic objectives.
* Preparing of Annual Operating Plan (AOP), in co-ordination with the rest of business functions and verticals including the Finance Team and Management.
* Support in Company-wide Target Setting - Strategic Action Plans. Preparation of Business Cases for new activities. Support in Business Performance Analysis
* Support organizational alignment as part of growth planning Coordination / interaction with all the functions of the organization to keep abreast with the latest on every front in order to do effective problem solving, planning and review.
* Analyzing business presentation of different Business Heads and prepare strategy and planning with action plan & findings.
* Conducting reviews of strategic plans of the business hubs and act as a facilitator for aligning these strategic plans with the long term strategic plan of the organization.
* Coordinating with all the departments and business centers on the systems, follow-ups on key issues and report progress.
* Prepare weekly, monthly and quarterly yearly management reporting - analyzing financial results, assessing current and future business risk, and communicating key messages to Director and Assist with the recommendation and develop sophisticated financial analysis and profitability models.
* Set & monitor targets, Monitoring of BD activities, Co-ordinate with different regional offices for various Market related activities.
* Defining strategy for Business development based on analyzing reports, market trends, competition, subscriber requirements & behavior.
* Identifying Target or new business opportunity Supporting BD, Development, conversions to increase business and market share.
* Support other functions / departments of the organization with issues related to region markets and Business development.
* Ensure timely reports for Senior Management
* Interpreting business needs of customers and translating them into application and Operational requirement with the help of strong analytical and product management skills.
* A flexible analytic approach in market research and empirical research using advance research techniques
* Analyzing the data after gathering from the market and doing research surveys on the same. Gathering information of Competitors from multiple sources and critically evaluating it, reconciling conflicts, disseminating high level information into details and distinguishing user requests from their true needs.
* Serving as a channel between the internal-external customers and the software development team through which requirements flow.
* Conferring with project managers to define concepts and using enterprise-wide requirements definition and management systems as per the current scenario
* Providing strategic research based on the analysis of the trends with leadership and based on the inputs from the leadership preparing the strategic plans.
* Monthly analysis of budgeted expenses and Provide financial and analytical support to all levels of management in the Finance, Marketing, Development, Human Resources and Operations teams through routine reporting and analysis of operating results and evaluate performance against brand objectives.
* Monitor Market trends
* Responsible for planning and directing the organizations strategic and long term goals.
* Analyzing the various trends that affect the long term goals of the organization such as socio-economic, political, technological, business and Industry/competitor trends.
* Identify and reconcile errors in client data to ensure accurate business requirements.
* Draft and maintain business requirements and align them with functional and technical requirements.
* Facilitate monthly meetings with clients to document requirements and explore potential solutions.
* Develop business architecture using requirements such as scope, processes, alternatives, and risks.
* Analyze client’s business requirements and processes through document analysis, interviews, workshops, and workflow analysis.
* Analysis in the form of feasibility studies, cost benefit analysis.
* Supporting Head in making data driven decisions.
* Developing dashboards and presentations.
* Analysis of Financial Data
* Communicate client’s business requirements by constructing easy-to-understand data and process models.
* Provide input into developing and modifying systems to meet client needs and develop business specifications to support these modifications.

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| **Work Experience** |

* 1. **Organization Name : Smart Brains Engineers & Technologist Pvt Ltd** 
     1. **Designation : Business Analyst**

**Tenure : Feb 2015– till Date**

**Reporting to : Director**

**Responsibilities**

* Preparing of Annual Operating Plan (AOP), in co-ordination with the rest of business functions and verticals including the Finance Team and Management.
* Support in making strategy for promotion and Branding.
* Analyzing business presentation of different Business Heads and prepare strategy and planning with action plan & findings.
* Conducting reviews of strategic plans of the business hubs and act as a facilitator for aligning these strategic plans with the long term strategic plan of the organization.
* Coordinating with all the departments and business centers on the systems, follow-ups on key issues and report progress.
* Prepare weekly, monthly and quarterly yearly management reporting - analyzing financial results, assessing current and future business risk, and communicating key messages to Director and Assist with the recommendation and develop sophisticated financial analysis and profitability models.
* Appointing new Franchisees & Dealers based on leads provided or self-generated. Provide service & maintain relationship with all Franchise & dealers.
* Support in ideation, development, documentation and implementation of various departmental SOPs & training requirements
* Coordinating with all the departments and business centers on the systems, processes and policies in place and based on the assessment finding the gaps & integration issues.
* All work pertaining to strategy.

**Organization Name : Investors Clinic Infratech Pvt Ltd, Noida, India**

* 1. **Designation : Business Analyst**

**Tenure : July 2012 - Feb 2015**

**Reporting to : Director**

**Responsibilities**

* Making Daily, Weekly, Quarterly, Yearly, Clients Report, Customers Report, Recruiters Report.
* Making Business Report for Management.
* Making various types of Reports for Decision making.
* Giving the Business Intelligence to the organization.
* Making Phone uses report and doing Analysis.
* Generating Recruiters Performance Management Report and doing Analysis of their Performance.
* Working as a Business Analyst with good quality standards.
* Making Daily, Weekly, Quarterly, Yearly, Clients Report, Customers Report, Recruiters Report.
* Extensive working knowledge of Advance Excel: Hlookup , Vlookup, Pivot Table, Pivot Chart and Formulas.
* Proficient in Microsoft Access, SQL, VBA and Macro.
* Detailed knowledge of securities including stocks, bonds, mutual funds, ETFs, structured products, alternative investments, and options strategies. Knowledge of investment advisory business including advisory program types.
* Detailed understanding of the fundamentals of portfolio construction, including asset allocation, modern portfolio theory, and investment management principles.

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| Academic Qualification |
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| **Qualification** | **Board/University** | **Stream** | **Percentage** |
| **MBA** | **UPTU** | **Finance and I T** | **65.88** |
| **B. Tech** | **GBTU** | **Information Technology** | **63.14** |
| **Intermediate** | **U.P. Board** | **Maths** | **62.40** |
| **High school** | **U.P. Board** | **Science** | **61.50** |

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| Professional Qualification |

**B. Tech in Information Technology.**

**MBA in Finance and Information Technology.**

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| Technical Skills |

Operating Systems : Windows XP, Windows Vista, Windows 7

: Windows 8, Ubuntu (Linux),

Microsoft Office : MS Office Advance Excel MS Access

Graphical Application : HTML

**Personal Details: -**

* Father’s Name: - Haridwar Prasad.
* Mother’s Name: - Savitri Devi.
* Date of Birth: - 04-04-1989*.*
* Address: - A-249 New Ashok Nagar

New Delhi-110096

* Gender: - Male
* Languages: - Hindi, English.
* Nationality: - Indian.

Declaration: -

I hereby declare that all information given by me is true to best of my knowledge.

DATE: 17-May-2019 MANISH KUMAR CHAKRWARTI