

PROFESSIONAL SUMMARY

Dynamic and results-oriented Business Analyst with a strong foundation in financial management and business strategy, backed by an MBA from NMIMS University. Proven expertise in conducting thorough market research and analysis to identify client trends and opportunities, coupled with a track record of collaborating with cross-functional teams to develop and implement effective business strategies. Adept at providing insightful recommendations that optimize business processes and enhance profitability.

WORK EXPERIENCE

<b>Business Analyst, Athena Advisors, Mumbai</b>	Feb 2023 – Present
<ul style="list-style-type: none"><li>Conducted thorough market research and analysis to identify client trends and opportunities</li><li>Collaborated with 5+ cross-functional teams to develop and implement effective business strategies</li><li>Provided insightful recommendations to reduce processing time by 35% and enhancing efficiency</li><li>Prepared 5+ comprehensive reports and presentations to communicate findings and proposals to stakeholders</li></ul>	
<b>Finance Assistant, Oberoi Group of Hotels, Mumbai</b>	Oct 2021 – Jan 2023
<ul style="list-style-type: none"><li>Assisted in managing financial operations, including accounts receivable and accounts payable</li><li>Managed a portfolio of over 50+ accounts, with an annual turnover above 50 million</li><li>Conducted financial analysis and prepared reports for senior management to support decision-making</li><li>Collaborated with the finance team to ensure 90% accuracy and timely processing of financial transactions</li><li>Implemented process improvements that shortened transaction processing time by 25%</li></ul>	
<b>Operations (Internship), Symbo Insurance, Mumbai</b>	Mar 2021 – Aug 2021
<ul style="list-style-type: none"><li>Assisted over 50+ clients in identifying the insurance needs resulting in 20% increase in clientele and providing tailored solutions</li><li>Conducted risk assessments and evaluated insurance policies to ensure adequate coverage</li><li>Collaborated with underwriters to negotiate favourable terms and conditions for 50% policyholders leading to increase of 5% policy renewal</li><li>Maintained strong relationships with clients, delivering exceptional customer service</li></ul>	
<b>Business Development Executive and Data Analyst (Internship), Future Tech Partner, Mumbai</b>	Aug 2019 – Jan 2020
<ul style="list-style-type: none"><li>Identified 50+ potential business opportunities and developed strategies resulting to expand the client base by 10%</li><li>Conducted market research and analysed data to support business development initiatives</li><li>Collaborated on 3 projects that leveraged data insights, resulting in a 2,50,000 increase in sales</li><li>Assisted in the preparation of 20+ proposals, presentations, and contracts for potential clients</li></ul>	
<b>Digital Marketer and Accountant (Internship), D. N. International, Mumbai</b>	Jun 2018 – Jun 2019
<ul style="list-style-type: none"><li>Developed and implemented digital marketing campaigns across various platforms resulting in a 30% increase in website traffic</li><li>Monitored and analysed campaign performance to optimize results and maximize and achieved a 20% increase in click-through rates</li><li>Managed social media accounts and online advertising channels and boosted engagement rates by 25% across all social media platforms</li><li>Handled financial record-keeping, including accounts receivable and accounts payable</li></ul>	

ADDITIONAL CERTIFICATES

Business Analysis & Process Management

SKILLS SUMMARY

- Business Skills** – Business Strategy, Process Improvement & Process Mapping, Project Management, Team Management, Problem Solving, Critical Thinking, Adaptability
- Communication Skills** – Strategic Communication
- Financial Skills** – Mortgage Finance, Loan Processes, Credit Information, Accounts Receivable, Accounts Payable

- **Technical Skills** – SAP, MS Excel, MS Word, MS PowerPoint, MS Visio
- **Language** – English, Hindi, Gujarati, Marathi

## EDUCATION

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<b>MBA, Master of Business Administration in Financial Management</b>	Jul 2021 – Sep 2023
SVKM'S NMIMS Deemed to be UNIVERSITY	74.25%
<b>BFM, Bachelor of Financial Markets</b>	Jul 2018 – May 2021
H. R. College of Commerce and Economics	9.12 CGPA