

### **Contact information**

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### **Career objective**

Looking for a challenging position of the Financial Analyst in the reputed organization with a view to use my wide experience for the benefit of the organization.

### **Career Summary**

#### **2005 – Present: Business Analyst**

Organization: WorldAnalyst Consulting Limited

#### **Client Orientation / Project Assessment**

- Clarified client requirements, business needs, and project objectives, via feedback sessions and client meetings, in collaboration with all stakeholders.
- Collaborated with Sales and Marketing teams, external ad agencies, third-party technology distributors to facilitate communication for successful project launches.
- Conducted business analysis, project assessment, and feasibility determination.

#### **Scoping / Documentation / Budgeting**

- As the contest guru for an in-house interactive portal, developed documentation schema for online contests, interactive quizzes, and forums supporting major news, entertainment, and sports web sites.
- Produced user manual for Content Management System.
- Managed project budgets of up to 1 million and short-term projects of around 10 thousands.

#### **Team Leadership / Resource Allocation / Scheduling**

- Led a team of up to 4 to 14 content developers and web designers, testers working on multiple projects simultaneously.
- Coordinated work of employees and outside contractors to meet deadlines, budgets, and client demand. Provided situational leadership to motivate individuals.
- Headed the information management team for a year.

### **Quality Assurance / Project Review**

- Assigned Q.A. team members to develop test cases, browser requirements, and functional analyses of online products.
- Worked with internal and external clients, content producers and stakeholders to conduct interim project reviews and final project tweaks prior to launch.

### **Launch / Post-Launch Review**

- Timed successful launches of web sites to allow for system administrator support, developer resources, and training of content producers on Content Management Systems, and content delivery strategies.

### **Education :**

Master of Business Administration (Operations) from Gujarat University in the year 2004  
Bachelor of Business Administration from Gujarat University in the year 2002

### **Computer Awareness :**

MS office, Proficient on Internet/Email

### **Language Skills :**

English, Hindi, Gujarati

### **Personal Information :**

Date of Birth - 20/02/1981  
Marital Status - Married  
Nationality - Indian  
Hobbies & Interests - Reading books, Cricket