**Pooja Tripathi**

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**732-666-7016**

**Professional Summary**

* **9 years** of extensive work experience as a **Financial Analyst** on various **project**
* Expertise in **financial analysis, decision support analysis, financial modeling**
* Experience in business operations, Sales and Finance data
* Extensive experience in **Revenue forecasting, Budget Forecasting,**
* Proficiency **in Project management, Dashboard Maintenance** – Maintaining account dashboards which contain **KPIs, Budget, IMS tool, Advanced MS Exce**l (Pivot tables, lookups and complex functions/formulas), **Revenue forecasting**, Dash board for **KPI** and **Resource management**
* Proven expertise in conducting business and process analysis
* Extensive experience in **pricing evaluations, Project Management**: conducting daily status meetings, documenting project plan, maintaining issue log, generating project status reports.
* Efficient in MS Excel, MS Project for planning, tracking and **status reporting**.
* Experience in coordinating with geographically distributed large teams to review the requirement fulfillment, evaluate the progress, impact analysis and ensure process driven application development

**Technical Skills**

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| --- | --- |
| **Operating Systems:** | **WINDOWS NT**/2000/**Vista/**XP/7, MAC OS |
| **Databases:** | MS Access, DB2 |
| **Project Management:** | MS Project, MS Share Point, Wiki, **Clarity, MS Excel,**  |
| **Tools:** | Quality Center, QuickBooks, SQL manager, Dynamics, FRx, **Deltek Cobra, Cost Point, Cognos, Qlik, Tableau** |

 **Professional Experience**

**Finance Oct’18-Till date**

**Mathematica**

**Project Financial Analyst**

**Description:**

* This role requires to work closely with the researchers/analytics teams analyzing project performance under earned value management methodologies (EVM) as generated through MS Project and Cobra.

And reporting monthly with the Project Director and Project Manager on accomplishments to the executive management group.

**Responsibilities:**

* Produce and present key financial reports showing performance status to project management and clients.
* Understand the strategy of project performance management and the interrelationship with the accounting system, CostPoint
* Provide financial status, guidance and assistance to Project Directors, Project Managers and Control Account Managers.
* Variance analysis, Budgeting and Forecasting.
* Ensure financial information is correct, correlates with project schedule.
* Help Create dashboard in Tableau with Financial KPIs.
* Track financial performance of control accounts and assist Project Directors and Project Managers in projecting future requirements, planning staffing requirements.
* Understand Earned Value Management including business drivers and variances. Aid in interpreting CPI (*Cost Performance Indicators*) and SPI (*Schedule Performance Indicators)* metrics.
* Work closely with cross functional teams and departments to develop close working relationships that foster the sharing of best practices to maintain governance/compliance.

**Finance June’18-Aug’18**

**Peace dining corporation**

**Financial Analyst**

**Description:**

Work directly with the CEO, CFO, VP Finance and Accounting Manager in researching and analyzing financial information to help the company make well informed decisions and monitor financial data

**Responsibilities:**

 **Financial Reporting**

* Create and maintain complex financial reports as mandated by the Executive team and Vice President of Finance
* Prepare timely and accurate financial statements with actual performance versus budget, prior year and prior period data.
* Provide timely, relevant and accurate reporting & analysis of the results of the company and various division’s performance against historical, budgeted, forecasted and strategic planning results to facilitate decision-making toward the achievement of the budget and strategic plan.
* Maintain and develop various financial models and standard templates distributed for use by the company to assist in financial analysis, ensuring quality, accuracy and focused analytic review.
* Research and resolve Business Unit(s) financial inquiries for assigned functional areas.
* Provide financial and analytical support for the incentive compensation accounting and forecasting processes.
* Plan and monitor timelines to meet strict deadlines in reporting.
* Assist with other duties as requested.

**Budgeting & Reforecasting**

* Coordinate the development of budgets for internal and external clients.
* Provide information and assist Department Heads and staff in budget preparation, implementation, and control.
* Provide statistics & analytical reports for Budget and Re-forecast review.
* Prepare, compile, and enter budget data into accounting system

**Finance July’16-June’18**

**SimPay (formerly Alpha Card Services)**

**Financial Analyst**

**Description:**

Work directly with the CEO, CTO, VP Finance and Accounting Manager in researching and analyzing financial information to help the company make well informed decisions and monitor financial data

**Responsibilities:**

* Develop, create, consolidate and **analyze financial data** (budgets, income statement forecasts, etc.)
* Assist in the timely and accurate preparation of financial reports
* Define, create, gather, track, and report **Key Performance Indicators**
* Provide creative alternatives and recommendations to reduce costs, **Pricing evaluations** and improve financial performance
* Assemble and summarize data to structure sophisticated reports on **financial status and risks**
* Develop **financial models**, conduct benchmarking and **process analysis**
* Conduct business studies on past, future and comparative performance and develop **forecast models**, **Budget Model**
* **Identify trends**, advise company and recommend actions based on sound analysis
* Track and determine financial status by analyzing actual results in comparison with forecasts
* Reconcile transactions by comparing and correcting data
* **Consult with management** to guide and influence long term and **strategic decision making**

**Product operations April’13-Sep’13**

**Akamai Technologies**

**Product Business Analyst**

**Description:**

The Product Business Analyst will be involved from the beginning of product development until the product is launch into production. Also, will be monitoring the product and coordination with the product manager to launch product from Beta to Limited availability and then general availability with the help of CMG, Finance, Legal and sales team. Product development will be monitored throughout in Sales force. Product Business Analyst should ensure effective data management and reporting on key business metrics. Product Business Analyst Should Design, create and publish reports, dashboards and data extracts for use by operation and management and should Design, create and distribute ad-hoc reports as requested by Finance leadership and other Operations and Planning members. The Product Business Analyst responsibility also includes Participate in Center of Excellence team projects that improve business processes and governance, define and build new data sources and/or define and build new reporting solutions. Periodically lead small group of CoE Team members on projects and provide direction and Train report end-users on report systems and data interpretation

**Responsibilities:**

* SPOC for business, development, vendor, infrastructure and environment teams for all **release** and **deployment** related activities
* **Data analysis** and managing **Dashboard for KPIs**
* Plan, execute, manage, monitor and control all scheduling, planning, development, testing and deployment activities
* Monitor, review, analyze, and evaluate **IMS data** and performing **data reconciliation**.
* Perform financial analysis on all budgets and prepare various reports for all budget forecast.
* Performing **Cost Analysis**.
* **Revenue** and **EBITDA** forecasting.
* Requirement gathering and documentation
* Initiated and managed various cost saving and **optimization** activities
* Weekly Program **Status Reporting**
* Implementing a document management repository
* Coordinate and facilitate team workshops
* Project mobilization, **change management**, scheduling and base lining in **Sales force**
* Assist all PMs with their schedule management
* Work Closely with **Project Managers to assist** with the successful management of their projects.
Create and customize reports where needed.
* Performing key project management functions like base lining, **resource management, budgeting, forecasting reporting**, etc.

**Technology Media and operations Jan ’08 – March’13**

**Mahindra Satyam (Bangalore)**

**Lead Business Finance Analyst**

**Description**:

Work directly with the COO, VP Finance, VP Operations and Finance Manager in researching and analyzing financial information to help the to perform health check of 55 projects across the IBU. make well informed decisions and monitor financial data.

**Responsibilities:**

* Gather data from various sources and create **Profit and Loss report, Revenue** and **Expense report** etc
* Accountable for project manager adherence to financial management, **forecasting and invoicing processes**
* Project governance, **Change management** Action, Issue and Dependency, Release management.
* Preparing strategies and process
* Developing business cases and gathering data from various sources and create reports for strategic initiatives
* Perform **financial analysis** on all **budgets** and prepare various reports for all **budget forecast.**
* **Evaluate all financials** and assist to identify all **key performance indicators.**
* Ensure proper escalations of project risk, delivery issues and resolve escalated issues
* Partner with Finance and Operations Manager to provide creative recommendations and solutions
* Establish Program Communication Plan and Message Tracking Schedules, manage agenda, and conduct meetings (Kick-off, Status Update, ad hoc)
* Creating a standardized service definition, **resourcing, utilization, cost optimization** and **operating plans**
* Resourcing – Part of the Interview Panel for new joiners. Keeping track of the resources spread across multiple Client locations
* Provide day-to-day oversight, approvals, and prioritization over project management workload
* Following up with **accruals Vs actuals**.

**Environment:**

 MS Office, MS Project, MS Access, DB2

**Behavioral Competencies**

* Strong customer facing skills including top oral presentation and written communications skill.
* Proven ability to identify potential problems/outstanding tasks, and find solutions.
* Proven ability to work with senior management and co-ordinate with disparate teams across the globe.
* Maintain good working relationships with client, other functional disciplines and partner organizations.
* Ability to work with minimal supervision.
* Quickly master new concepts, applications & packages.
* Excellent analytical skill.

**Extra Co-Curricular Activities/Achievements:**

* Created logic and graphs to translate into **Tableau tool** for Dashboard in Mathematica policy research.
* Helped team to identify dashboard and graphs required for group in **QLIK**.
* Successfully created Budget model and Forecast Model for SimPay (Formerly known as Alpha card services)
* Cleared $ 3.5 Mn worth of debtors from the tool, which was a hurdle in the merger of Mahindra Satyam and Tech Mahindra.
* Coordinated and helped in the process of associate mapping and tools changes for the merger of Mahindra Satyam and Tech Mahindra.

**Education**

* **Bachelors of Technology. UPTU, Lucknow**