

# Sahil Bhatia

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## OBJECTIVE

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Self-motivated individual with high energy personality and a positive attitude. Seeking a professional position at your company to dedicate myself to the field as the keystone member of the company and ready to learn and contribute.

## SKILL SET

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- Sound understanding of Ms. Word, Excel and the Internet.
- Analytical thinking.
- Great Team Player.
- Quick Learner.
- Experience of making process documents (SOP's).
- Proficient in using Salesforce.com and Apttus -CPQ.
- Reporting and Analysis using Salesforce and Excel.
- Experience in transitioning process with global clients and internally.

## PROFESSIONAL EXPERIENCE

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### Associate Operations Analyst, Moody's Analytics India Pvt Ltd.

22 Nov'21 till Present

- Working as an 'Associate Operations Analyst' in "**Ops Enablement and Analytics**".
- Primarily focused on providing operations support to Sales Team using **Salesforce** - CPQ.
- Responsible for setting up client accounts/contacts in Salesforce, validate CRM data and manage end-user permissions.
- Responsible for managing contracts - Non-Disclosure Agreements(NDAs), Trial Agreements, Terms of Agreement and Order Forms for new business opportunities.
- Responsible for creating opportunities, quotes/proposals and booking orders in Salesforce for training programs.
- Responsible for managing contract renewal cycle - by configuring and finalizing quotes, drafting renewal notice 120 days in advance of contract renewal date.
- Collaborate with internal Stakeholders like Legal, Finance, Sales Leadership to ensure deals comply with the internal processes.
- Provide monthly reports/dashboards to manager on type of requests, volumes etc.

### Analyst, Guardian India Operations Pvt Ltd.

24 May'17 till 12 Nov'21

- Worked as an 'Analyst' in **Source to Pay(S2P)**.
- Took **Transition** of S2P process from US.
- Primarily focused on giving Sourcing support to the US counterparts.
- Prepared "**Request for Proposal (RFP)**" for clients and draft it in Zycus (tool).
- Collected RFP responses from suppliers and making it presentable for stakeholder's review.
- Prepared timely **Reports** like pricing analysis, spend analysis, etc. related to Procurement using **Zycus and excel**.

## ACADEMIC CREDENTIAL

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Year	Course	Institution Name	Percentage	Board/ University
2011-2014	Economics(Hons.)	Atma Ram Sanatan Dharma College	71%	DU
2011	12th	St. Cecilia's Public School	91%	CBSE
2009	10th	Columbia Foundation Sr. Secondary School	85%	CBSE

## PERSONAL INFORMATION

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