**Suraj Mehta**

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**Summary of Qualifications:**

* Knowledge in Corporate and Managerial Accounting, Financial Management, International Finance, Capital Investing, Wealth Management, Corporate Finance, Marketing Analysis and Costumer Valuation, Leadership and Team Building, Managing in Global Market, Business Analytics and Human Resources Management through academic coursework.
* Proficient in Software Development Life Cycle methodologies such as Waterfall & Agile combined.
* Good database experience using Relational Database Management Systems (RDBMS) and MS Access.
* Worked with various SQL tools with a working knowledge of relational databases and structure.
* Experienced in Business Management and worked as an Operational Manager.
* Creative marketing skills with experience in customer-based retail business.
* Experience in creating Business Requirements Document (BRD) and derived Functional Specification Document (FSD).
* Great ability to make strategic plans and achieve desired goals.

**Areas of Expertise:**

Business and Functional Requirement documentation, User Acceptance Testing (UAT), Project Management, Software Development Life Cycle, Process Workflow Analysis, Portfolio and Regulatory Reporting, Enterprise Implementations, Wealth Management, Investment Data Warehouses, Risk Management, Internal Control Analysis, Financial Statement, ROI, Data Analysis, GAP Analysis, Data Mining and Analytics, Software and Acceptance Testing.

**Education:**

University of New Haven West Haven, CT

**Master of Business Administration** January 2020

Concentration: Financial Analysis (STEM)

K. P. B Hinduja College of Commerce Mumbai, India

**Bachelor of Management Studies** July 2016

Concentration: Accounting & Finance

**Technical Skills:**

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| **Operating Systems** | Windows, Mac OS. |
| **SDLC Methodologies** | Waterfall, Agile-Scrum. |
| **Business modeling and Requirement Management tools** | MS Visio, MS Office Suite (Excel, Word, Outlook, PowerPoint, One Note), MS Projects |
| **Domain** | Accounting, Insurance, Mortgage, International Finance, Private Equity and Investment Banking. |
| **Languages** | SQL and R Studio |
| **Salesforce Configuration Skills** | Data Security, User Management, AppExchange, Reports & Dashboards, Process Builder, Flow Builder, Workflows, Approval Processes, App Builder, Lightning Experience Customization, Actions, Page Layouts, Profiles, Roles, Chatter, Email Templates, Salesforce1 Mobile, Schema Builder, Escalation Rules, Validation Rules, Sharing Rules, Assignment Rules, Platform Events. |
| **Database Management** | Oracle, My SQL Server, ERP, MS Access, DB2, |
| **Content Management** | MS Share Point 2010/2013, MS TFS |
| **Testing Tools** | JIRA, Rally. |
| **Agile-Scrum and tool** | Leading Scrum meetings, develop Sprints, Product Backlogs, Burn Down Charts, and/or Develop User Stories, VersionOne |

**Certifications:**

* Salesforce Administrator
* Salesforce Platform App Builder
* Bloomberg Market Concepts
* R & R studio
* MS Office

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**Work Experience:**

Engineering Square LLC Fremont, CA

**Salesforce Business Analyst** August 2020 – Present

* Responsible for Salesforce CRM Software Development Management
* Facilitated design and planned large-scale projects on all infrastructure technologies
* Collaborated with operations to gauge the effectiveness and efficiency of existing infrastructure system and develop/ implement strategies for improvement
* Worked with IT leaders and Project Managers to assist with resource planning, vendor assessment, and other tasks to provide technical thought leadership
* Translated leads and mapped business requirements (BRD) to define objective for IT infrastructure needs as well as design to develop and implement quality, cost-effective solutions
* Implemented and supported technical solutions focused on enhancing workflow productivity
* Executed a digital workplace strategy with a focus on enhancing end user experience
* Tracked issues and tickets assigned in weekly Jira Sprint meetings

Ct Business Consulting Hartford, CT

**Software Account Manager** May 2019 – September 2019

* Business to Business marketing for energy company Eversource through Energy Sage
* Handled accounts and paperwork for the clients
* Built customer base and relation for the fortune 500 Clients
* Trained and helped new employees in developing the required skills
* Conducted campaigns, meetings, team building activities and business trips with the fortune clients

University of New Haven West Haven, CT

**Student Staff** September 2018 – December 2019

* Transportation services with University of New Haven Police
* Greet guest & visitors visiting the campus
* Taking care of the safety of students and controlling the ongoing traffic

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**University of New Haven Campus Involvement:**

Graduate Student Services

**Graduate Ambassador** August 2018 – December 2019

* Orientation leader for new graduate student orientation
* Enthusiastically welcome new students to campus and guide them through the program
* Member of the University Dining Oversight Committee, representing the graduate students
* Assisted with the facilitation of pop-up surveys across campus to gauge the satisfaction of the community regarding dining options

International Student Office

**Global Student Leader** January 2018 - March 2019

* Assisted new international students in finding housing near the university
* Conducted events to welcome International students
* Helped to bridge the gap between the international and domestic students