

Abhishek Dixit

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EDUCATION

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| ● Master in Finance and Control (Equivalent to MBA Finance)
Sambalpur University - Odisha | 2011 |
| ● Bachelor of Commerce
Govt. autonomous College, Rourkela - Odisha | 2009 |
| ● Bachelor of Computer (Correspondence)
Sambalpur University - Odisha | 2009 |

PROFESSIONAL EXPERIENCE

Apptio (From October 2019 to till date) in Implementation:**Roles and Responsibilities:**

- Understand functional and business requirements from either the client of the Apptio delivery team and translate into a technical design, which meets customer needs, provides maximum solution value, and is within the scope of Apptio products/services.
- Handle a portfolio of projects and clients in across all geographies area.
- Understand, validate and manipulate multiple datasets in preparation to load into the Apptio solutions(s)
- Configure, test, & document Apptio dashboards, reports and underlying data models to meet functional design and specifications.
- Experience in customer facing roles and involved in requirements gathering, gap analysis, feasibility study.
- Work closely with other consultants in the organization to leverage skill sets and deliverables.
- Collaborate with other departments in the company to achieve customer satisfaction and resolve customer issues in a timely fashion.
- Learnt and assisted the clients in configuration of key business areas such General Ledger, Financial Reporting, Budgeting, Forecasting, Accounts Payable, Cash Management, Projects & Grants. And other IT infrastructure concepts such as server, storage, virtualization, and software applications.

Oracle (From May 2015 to October 2019) as Business Analyst:**Roles and Responsibilities:**

- Support the wider digital marketing team on scoping and executing pieces of analysis and reporting including activities such as sales pipeline report, Customer assessment report and Customer benchmark report.
- Gathering business requirements and converting them from key performance indicators from Oracle SAAS products such as Oracle Responsys or Eloqua.
- Analyzing, gathering, and advise about digital and social media marketing strategies.
- Determine business goals, KPIs and implement strategic analytics solutions to meet client's needs.
- Discovering, researching and testing emerging digital display channels and affiliate opportunities
- Assisting with the execution of digital marketing projects and building our global offering
- Collaborator, self-motivated, superior attention to detail, good sense of humor, with ability to easily transition between tactical and strategic projects
- Strong communicator and a confident presenter and comfortable putting together reporting and presentations
- Strong proficiency with MS Word and PowerPoint for producing reports and presentations, including reporting

tools like advanced Excel knowledge including pivot tables, VBA, basic macros and lookups. Proven experience in data manipulation tool such as SQL and Microsoft Visio.

- Manage multiple projects with the ability to learn and apply new concepts and tools quickly
- Identifies new business opportunity, revenue and profit stream by analyzing online customer behavior and trend. Makes actionable recommendations to management.
- Present analytical findings to upper management and operations team to measure initiatives, provide business insights, and improve results.
- Manage escalations, variations, complexities in projects effectively.
- Responsible for benchmarking and reporting for all current programs and working to help establish goals and strategies for future paid search or other online marketing growth

Capgemini (From 21st Jan 2013 to 24th April 2015) as Finance Process Associate:

Cash Application, Collections and Residual Management

- Application of cash receipts from the customers through various modes like check, Credit cards and Wire Transfer.
 - Review cash flow into the SAP lockbox: addition quality check on all the cash applied through automation.
 - Processing intercompany payments and applying it manually in SAP.
 - Preparation and sending of processed payments report to customer.
 - Training new hires and import cross – training to existing team members
 - Having weekly calls with clients to update the status on process volumes.
 - Re-coding of the residuals & Residual management includes information like price details, material codes, material description and residual invoice copy to the different team to resolve the issue based on the reason coded assigned.
 - Establish and maintain strong relationships with product delivery, the sales team, client.
 - Credit memo match offs are even match off of invoice and credit memos based on purchase order with respect to reduce the open line items in the customer account.
 - Data enriching include preparation of reconciliation file and uploading the data in JPMorgan bank website so that the payment could be posted during auto interface.
 - Billing process includes generating bills and creating receivables, which involves entering bill information, creating invoices, reviewing and validating invoices, managing billing cycles, creating receivables, posting receivables, and creating billing invoice adjustments.
 - Developed financial forecasts and expenditure profiles, program cash receipts update and analysis, and preparation of internal program financial reviews.
 - Do have knowledge of data model, feature definition, extensive screen and report definitions in the O2C process.
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- Led financial activities, corporate accounting, monthly accruals, month-end close and business operations revenue recognition. Prepared accounts /receivable as well as credit/audit operations.

INTERNSHIP DETAILS

- **Project work on “Material Management” from OCL India Ltd.”Rajgangpur, Odisha. During the time period of “15-05-2010” to “30-06-2010”**

Material management is an approach for planning, organizing, and controlling all those activities principally concerned with the flow of materials into an organization.

- Got training in IPrimed education solution for 2 months
- Project on “Risk Management in Mutual Funds” done in Fair system.
- Project on “Capital Market”.

I hereby request you to provide me with an opportunity to serve in your esteemed organization. If given an opportunity I shall render my duties with utmost diligence and sincerity

Yours truly,
Abhishek Dixit