Nikita Sharma

An ambitious, meticulous and hardworking MBA grad from BITS Pilani, majoring in Finance and Operations, with around 3 years of experience in process optimisation and automation. I also have experience in Portfolio Analytics, MI Dashboard projects and Project Management. Seeking to leverage knowledge and skills as a Business Analyst to continue career growth into management in the domain of Finance, Operations or IT.

✉ niki.sharma6993@gmail.com   📱 +91 9632092595   📍 Bengaluru, India   in linkedin.com/in/nikita-sharma-32b30691

WORK EXPERIENCE

PMA Intern
HSBC

01/2020 - 06/2020   *Bengaluru, Karnataka*
Achievements/Tasks

- Automated the manual task of cleansing data (which used to take 8 hours) and reduced effort time by 60% (to almost 3 hours).
- Worked with frontline bankers to model complex deals on the in-house tool (Omnia Returns Calculator).
- Performed User Acceptance Testing for the new features introduced in the pricing application, conducted 100+ manual tests in each release to ensure that developed systems satisfied the functional requirements.
- Designed the MI dashboards on Python which were deployed across the WPM team.
- Was responsible for weekly reporting of deal pricing which was used by senior management to make important business decisions.

IT/ Project Management Intern
Nayara Energy Limited

05/2019 - 07/2019   *Mumbai, Maharashtra*
Achievements/Tasks

- Identifying the redundant processes in the business unit and streamlining them via automation to improve the overall efficiency.
- Created Process Design Documents (PDD) for the development team to build and deploy automation projects in an optimal manner.
- Designed a framework for the team to train and educate chatbot in production.
- Streamlined project management process by creating Gantt charts, and documented guidelines for project managers to plan and manage activities using Gantt charts over the entire project lifecycle.
- Created guidelines document to define project process and governance, used by new joiners across the IT department.

Associate Software Engineer
CGI

11/2015 - 07/2018   *Chennai, Tamil Nadu*
Achievements/Tasks

- Designed and implemented an IT based solution on Talend for Elexon, a part of Great Britain's energy system, to meet their business requirements.
- Framed and developed end-to-end ETL (Extract Transform Load) processes and maintained technical documentation for future reference of BAs.
- Imported, exported and manipulated large data sets in multi-million-row databases. Identified data issues and provided recommendations for resolution to ensure optimal performance.
- Performed unit testing and deployment of the developed code on server.
- Coordinated with an intercity team to provide end to end support for functional testing.

SKILLS

MS Office   Python   VBA   MySQL   Tableau

Talend (ETL)   SAS   Business Process Analysis

Analytical skills

EDUCATION

MBA (Finance / Operations)
BITS Pilani
07/2018 - 06/2020   *CGPA- 8.7*

B.E.- Computer Science
Model Institute of Engineering & Technology
09/2011 - 08/2015   *72.9%*

CERTIFICATIONS

PMP Certification- 35 Hours Preparatory Course

Advanced Excel and Financial Modelling

Certified Business Analytics Practitioner

RPA Business Analyst

Oracle 10g: Database Administration

Tableau 2020, 19, 18 & 10: Certified Associate certification

LANGUAGES

English
Full Professional Proficiency

Hindi
Full Professional Proficiency

Dogri
Native or Bilingual Proficiency

POSITIONS OF RESPONSIBILITY

Core member of Operations Club, BITS Pilani

Teaching Assistant at BITS Pilani

Mentor to new joiners in the project at CGI

Core member of Event Management Team in college fest and other events