



SHREYA DIXIT

Financial Analyst

Results-oriented Analyst skillful in managing and breaking down large volumes of information. Proactive at heading off issues in operations, workflow and production by uncovering trends affecting business success. Data gathering and analysis – financial and non-financial, qualitative, and quantitative. Diligent worker with strong communication and task prioritization skills.

Contact

Phone

+971-563878674 / +919028653921

Email

shreyaddixit@gmail.com

LinkedIn:

www.linkedin.com/in/shreya-dixit-002222222222222222

WWW:

<https://github.com/Shreyad22/Portfolio-Projects>

Education

- JSPM's KIMR Pune, Masters of Business Administration Marketing' and Operations and Supply Chain Management
- Modern College of Arts, Commerce And Science
Bsc Biotechnology
- Google Analytics Academy
Certifications - Google Analytics For Beginners
- Learnbay Python Certification
- Google Digi Garage Fundamentals of Digital Marketing By Google Digital

Expertise

- Business Analysis
- Microsoft Excel
- Microsoft SQL Server
- Agile Methodologies
- Business Intelligence (BI)
- Microsoft Power BI
- Excellent Communication
- Financial and operational reporting
- Business Development

Experience

○ July 2021 - Current

Northern Trust Corporation

Analyst - Investment Banking

- This includes communication with clients, brokers, custodians and there third party providers.
- Responsible for matching and confirming security trade (equities & bonds) data to reconcile.
- Performed data analysis using macro files and creating Pivot tables to interpret the analysis financial and data visualization using Excel VBA.
- Researched and resolved data discrepancies with troubleshooting teams.
- Experience in driving KPI and KPI centric functionalities.
- Queried databases for information needed for report processing.
- Researched and adopted new technologies to add value to existing offerings.
- Developed metrics and audit processes to ensure established goals are met and process improvements are sustained.

○ September 2020 - December 2020

RenB Digital

Marketing and Client Servicing Executive

- Managed sales funnel and were responsible for the process of converting an inquiry to a prospect
- Successfully converted 600 enquiries to leads and prospect
- Responsible for understanding the client brief and coordinating production between the designers and social media team
- Built CRM database by managing the spread sheets
- Accountable for building a new client base and managing client relations
- Led basic level market research to understand potential client base and competitors in the society
- Drove client E-mail marketing campaign on ZOHO
- Increased efficiency and team productivity by promoting operational best practices.

○ August 2018 - August 2019

ISR FOODS PVT LTD

Assistant Marketing Manager

- Led companies' brand 'Caramella's Cakes' marketing and franchise level management with the 30+franchisee
- Enquiry management and explaining business profile to the potential clients
- Successfully closed 3 client deals in period of 1 month by presenting the business model
- Coordinated with the advertising agency for the ongoing digital marketing campaigns
- Supervised the logistic and operations department of 25 employees