

Resume

Nikhat Shaikh

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Objective:-

To seek opportunity which will allow me to grow professionally and efficiently utilize my skill set to help promote corporate mission and exceed team goals.

Skills:-

- Strong interpersonal skills with proven ability to build rapport with different stakeholders within the organization.
- Experience in financial forecasting role
- Good organization skills and time management
- Experience in report creation
- Proficient in MS Office
- Experience in command over financial data interpretation
- Knowledge of ORM

Academic Vitae

MBA	Integral University	Integral University	Pursuing
BMS	D.G. Ruparel College	Mumbai University	2011

Professional Vitae

Legal Sapiens as a Program Manager, Lucknow

Tenure – [Jan 19 – Feb 2021]

- Make business presentations and financial reports.
- Actively assessed and managed risks in the project to ensure success.
- Plan to mitigate organizational risks.
- Drive daily project management activities including meetings, discussions, regular project status updates and project team meets.
- Manage project monitoring progress and ensure completion within timeline.
- Work on budgeting, projections and cost parameters and prepare analytical reports.

Netscribes as a Senior Executive (ORM), Mumbai

Tenure- [March 2017-August 2017]

- To create brand image of the company and its product
- Responsible for social media account of the company
- Track and monitor brand engagement with the audience .
- Respond to customer queries within the TAT
- To prepare any ad-hoc report as required by the client

Hexaware Technologies as a Senior Executive (PMO), Mumbai

Tenure-[May 2015-Feb 2017]

- Create and track project schedule including budget estimation, cost control, resource assignment and leveling, work breakdown structure.
- Analyzing, investigating and explaining key movements and trends in revenue on a timely basis.
- Preparation of various reports as per the project requirements.
- Review updates of timesheets for accurate revenue calculation.
- To forecast and compare with actual budget and prepare variance report.
- Maintain processes to ensure project management documentation, reports and plans are relevant, accurate and complete.
- Perform regular project status calls on weekly and monthly basis
- Assist in managing enterprise level resource allocation, including adjustments based on emerging business
- Working closely with the project manager, resource management team and the recruitment team to close the business requirement for projects.

- *Quality check for project parameters and updates of SOW.*

Aegon Religare Life Insurance as a Relationship Manager, Mumbai

Tenure-[June 2014- Nov 2014]

- *Develop and maintain relationship with HNI clients.*
- *Assist and guide them to achieve their long term and short term goals.*
- *To educate them with the risk and return factor in their portfolio.*
- *Track their existing funds and give valuable suggestions to maximize profit.*
- *To keep track of competitors products in the market and regulations governing the same.*
- *As per the requirement of the client cross sell banking products as per the performance of the fund.*
- *Overall financial planning of new and existing client*
- *Cross sell insurance products.*
- *Place products as per the client's requirement.*

Cetking Education Pvt .Ltd as a Senior Sales Executive and Mentor, Mumbai

Tenure-[April 2012 – May 2014]

- *Counseling working professionals for MBA entrances.*
- *Mentoring throughout the year for better results.*
- *Evaluating and advising on the impact of futuristic marketing plans.*
- *Exploration of emerging markets and development of innovative strategies.*
- *Mentoring new and existing students across India for Personal interview and Group Discussion.*
- *Training in house students for personality development.*
- *Handling branch operations across centers.*

Cetking Education Pvt. Ltd as Sales Executive and Counselor, Mumbai

Tenure-[April 2011 –March 2012]

- *Handling inbound and outbound calls.*
- *To counsel students timely according to their requirements.*
- *Sale of products and services.*
- *Handling one of the branch activities.*

Place- Mumbai

(NIKHAT SHAIKH)