**NIRAV TANNA**

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**CAREER OBJECTIVE**

Handle managerial level assignments in Treasury Management, Financial Valuations & Reporting, SOP Documentation / Six Sigma/ Data Analysis / Team Management with an organization of high repute in Business Intelligence industry.

**PROFILE SUMMARY**

* A competent professional with more than 11 years of experience in:

Financial Modeling & Valuations Credit Appraisal Lean Six Sigma

Corporate Finance Training & Development Project Management

Advance Excel - VBA Macro Team Management Treasury Management

* An effective communicator with good leadership, analytical, presentation and team management skills
* Hands-on experience in collating & interpreting financial data for determining performance of various companies
* Worked on different financial valuation models for company valuations.
* Worked with Six Sigma Quality Control Tools for identify problem areas & set priorities on solving them.
* Deft in resolving business issues and coordinating with various teams for timely closure of open action items
* Adept in gathering MIS requirements as required for accurate business information
* Worked with various terminals such as Bloomberg, Factset, Thomson Reuters & Factiva terminals

**CORE COMPETENCIES**

**Financial / Data Analysis**

* Engaging and coordinating business analysis sessions for understanding client business requirements and mapping them to required framework standards
* Analyzing company performances and conducting financial analysis by using various business tools to assist critical decision making process

**Investment Banking**

* Analyzing the financial capabilities of clients for providing them investment solutions, ensuring that the solutions provided carry the minimum investment risk

**Financial Analysis & Documentation**

* Generating templates & reports on the basis of various analyses to keep a track of Product performance on various aspects analyse different team & product performance at various level in the organization.
* Preparing & submitting various MIS reports to provide feedback to top management on business performance.

**Team Management**

* Creating and fostering a healthy environment which facilitates high performance of team members
* Imparting training to workforce for enhancing their productivity & operational efficiencies through knowledge enhancement / skill building

**ORGANISATIONAL EXPERIENCE**

**Feb’19 - Present** **Shalby Limited, Ahmedabad**

**Growth Path/Deputations:**

**Feb’19** - Present Assistant Manager - Finance & Banking

**Key Result Areas:**

Closely looking Finance & Banking tasks.

- Looking after banking tasks at corporate level.

- Daily managing accounts payable and accounts receivables.

- Managing Liquid fund investing in a short term growth liquidity.

- Managing Debtors, Creditors and Bank Reconciliation

- Managing 11 units (including 9 remote locations) financial requirement and cashflow.

- Provide necessary recommendation to top management.

- Liaison with different banks and managing the banking requirement at unit and corporate level.

- Streamline at process and operational activities.

- Managing company's finance, term loan, bank guarantee, Letter of credit, vehicle loan, FIRC, Mutual Fund, Foreign Payment, Fixed Deposits.

**Feb’19 Monarch Movers Ltd, Ahmedabad**

**Growth Path/Deputations:**

May’16  **-** Feb’19 Finance Specialist

**Key Result Areas:**

* Working Capital Management
* Accounts Receivables and Payables
* Generating MIS Reports as well as prepare Costing & Budgeting.
* Identify the routes which are maximum profitable and make the strategic deals accordingly.
* Match Budget versus Actual in terms of business forecast.
* Developing financial and tax strategies.
* Following the business excellence concept.

**Nov’13-May’16 Advantmed LLC, Ahmedabad**

**Growth Path/Deputations:**

Nov’13-Mar’15 Process Excellence – Process Excellence Department

Mar’15-May’16 Workforce Management - Corporate Workforce Management

**Technology Used:** Microsoft Excel, VBA Macros, SQL Server Management, Business Intelligence tools

**Key Result Areas:**

**As Workforce Management**

* Resource Optimization & Management
* Assisting the onshore finance or business leaders in building monthly forecasts and annual budgets - participation in forecast review calls - preparation of forecast packs etc.

**As Process Excellence**

* To analyze the performance of company on a monthly basis, provide financial insight and advice to the management if necessary.
* Measure Departments and Individual Performance organization wide
* Create Dashboard for different departments, trend analysis for Top and Middle Level Management
* Suggestions on various improvement areas on how to measure team, individual on different performance aspects like productivity, quality and other measureable key points.

**Highlights:**

* Received appreciation from:
* Stakeholders for preparing requested Dashboards & reports along with relative improvement areas in structured & organized manner.
* Successfully undergone the Lean Six Sigma Yellow Belt Training & received “Lean Six Sigma Yellow Belt” Certificate.
* Successfully undergone the Basic Project Management Training & cleared the Certification test.

**Nov’07-Jun’13 S&P Global, Ahmedabad**

**Growth Path/Deputations:**

Nov’07 - Jun’13 Senior Analyst - Product Operations

**Technology Used:** Business Intelligence Tools including Microsoft Excel, VBA Macros, OLAP Cube, SQL Server Management, CRM (Salesforce) Applications & Tableau (Visualization Software)

**Key Result Areas:**

**As Senior Analyst**

* Preparation of monthly financial metrics and key business drivers specific to different business lines.
* Preparation of various P&L & Headcount reports and Reviewing processes and suggesting/implementing improvements into current procedures in P&L and Headcount Reporting.
* Working as part of a diverse team spread across the region, Interaction with a wide range of people and exposure to Regional/Global Finance Owners.
* Submitted many Lean ideas and work on continuous improvement on existing deliverable.
* Headed a team of 2 people

Generated:

* Internal Department Performance reports at Employee and Department Level for different Client Service Departments.
* Actionable templates/reports to Top & Middle Level Management for developing strategy like Renewal Pricing Strategy and increasing sales using different Business Intelligence Tools
* Handled internal client’s customized requests from different office locations like US, UK, India & Pakistan

**Highlights:**

* Received appreciation from:
* Stakeholders for preparing requested reports & templates in structured & organized manner
* Company awarded me for excellent performance in each quarter throughout the career as either Exceeding or Meeting Expectation

**Apr’07-Nov’07 Copal Amba, Gurgaon as Senior Analyst - Merrill Lynch Team (Investment Banking Division)**

**Technology Used:** Microsoft Excel, Valuation Models

**As Senior Analyst**

* Compares a company's value to that of its competitors or industry peers to assess the firm's financial worth.
* Prepare the valuations using DCF Analysis, Comparable company analysis, Precedent transactions
* Prepare the transactions of Merges & Acquisition Deals

**INTERNSHIP**

**Organization:** Centurion Bank of Punjab

**Project Title:** Credit Appraisal

**Designation:** Management Trainee

**Period:** Apr’06-Jun’06

**Description:** The project involved assessment & examination of various methodologies & techniques of credit appraisal used by Centurion Bank of Punjab for Personal & Mortgage Loan.

**Highlights:**

* Prepared & presented a report to Senior Officers of the bank & Professors at IIF, New Delhi

**IT SKILLS**

* Well versed with MS Office, VBA Macros, Business Intelligence Tools like SQL, OLAP Cube, Tableau (Visualization) Software, Salesforce.

**EDUCATION**

* MBA(Finance) from Indian Institute of Finance, New Delhi in 2007
* BCA from GLS Institute, Gujarat University in 2005

**PERSONAL DETAILS**

Date of Birth: 23rd November, 1984

Address: U - 58, Upendra Park, Nr. Gulab Tower, Thaltej, Ahmedabad - 380061

Languages Known: English, Hindi and Gujarati

Location Preference: Ahmedabad / Gandhinagar

References: Available on Request