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DEVANSHU SINGH

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EMPLOYMENT

Associate Manager PMO | **HCL Technologies** | **Jul 2022 – Present**

- Co-ordinated with internal teams to analyze **BRD** & **FRS** documents to precisely understand the client's requirements. Also, collaborated with cross-functional teams to create **RFPs, RFIs, RFQs** & explored new business opportunities.
- Monitored & analyzed ageing of tickets (P2) on **ServiceNow (SNOW)** portal & engaged with cross-functional teams for its earliest closure which helped reduce avg ticket closure time by 15%.
- Dealt with optimal **resource allocation & costing** for the project to ensure **project profitability.**
- Created & managed different **trackers & dashboards** for streamlining operations of the project.
- Generated 10-12 standard & custom user reports daily based on client requests. Also, responsible for **reporting** to **leadership** team regarding ongoing project.
- Handled project escalations & employed **SDLC** principles to reduce them by 20%, & primarily utilized **Agile** methodologies.
- Established timelines & SOPs for smooth **project delivery**, reducing task time by 15% with hands-on experience in **MS Project, Jira** & **Trello**. Also, familiar with **SOX audit & compliance** framework.
- Monitored **functional** & **user acceptance testing** & developed strategies to expedite defect logging & reporting which improved **KPI**s.
- Some Notable Projects - Mattel (toy industry), CSL (Healthcare & Lifesciences), 3rd Party Risk Management (Anti Bribery & AML), Onsemi (Semiconductor).

Management Trainee | **HDFC Bank** | **Sept 2021 – June 2022**

- Utilized **CRM Next** to document business requirements, manage information flows, & analyze data comprehensively.
- Managed **HNI** customer portfolios averaging **₹15 crore**, engaged clients for their operational needs, received recommendations from over 10 clients, & boosted portfolio revenue by 25%.
- Collaborated with channel partners to sell financial products (Insurance, Mutual funds, Loan against securities (LAS), Home loans, Loan against property (LAP), Personal loans (PL), CASA & TD) based on client's suitability.
- Disbursed personal loans over ₹1 crore monthly & consistently earned Performance Linked Pay (PLP) quarterly.
- Worked on **troubleshooting** & **conflict resolution** with different verticals in case of grievance redressal escalation raised by client.
- Dealt with legal documents like MoA, AoA, Board Resolution, COI, Partnership Agreement etc during a company formation.

Live Project | **Vridhi Investments** | **July 2020 – Sept 2020**

- Analyzed company **fundamentals** & industry growth potential to produce 130+ **equity research reports** across sectors.
- Analyzed quarterly results of 150+ companies & provided recommendations, leading to 12+ clients achieving over 75% returns on their investments in span of 3 months.

Summer Internship | **Personifwy** | **June 2020 – July 2020**

- Developed a **pricing** structure for employee engagement **SaaS** software based on market **competition analysis**.
- Made a **valuation** model for the company based on estimated future cash flows through **Discounted Cash Flow (DCF)** method.
- Created & managed a live Excel **PnL** statement & handled other **business-as-usual** tasks.

EDUCATION

- **MBA** in **Finance** from SIIB, Symbiosis International University, Pune [June 2019 – May 2021]
- **B.E. (Hons)** in Mechanical Engineering from Rewa Engineering College, MP [Aug 2014 – June 2018]

TECHNICAL SKILLS

- Project Management (PMO), Client communications, Account Management, Advanced Excel, Data Analytics, Power BI, CRM, Bloomberg, Financial Modeling & Analysis, Lean Six Sigma Green Belt by KPMG, MS Project, JIRA & Trello, Service Now.