

# NAINA GUPTA

Business Analyst



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## CAREER OBJECTIVE

Seeking an opportunity to work and learn in a real professional and vying ambience and aiming to succeed in an environment of growth and excellence for widening the spectrum of my knowledge and overall development.

## FUNCTIONAL SKILLS

- Data Analysis
- Financial Analysis
- Ms Excel, Ms PowerPoint, Ms Word
- Accounting & Finance
- Corporate communication
- Content creation

**Selected for IIM Rohtak  
"Executive Program in Business  
Analytics & Intelligence" – July  
2024**

Proven experience of delivering timely, high quality presentations and reporting for various projects and stakeholders.

## OTHER SKILLS AND CAPABILITIES

- Project management & organizational skills.
- Ability to articulate & demonstrate thoughtful rationale in decision making.
- Self motivated & able to work with high degree of independence.

## WORK EXPERIENCE

**BUSINESS ANALYST at Sarveshwar Foods Limited (June 2023-present)**

**Additional Charge: Secretary to the Board of Management**

The company is NSE & BSE listed and deals in rice processing and distribution of branded & non-branded rice and Organic food products in domestic and international markets.

### Key Responsibility Areas:

1. Business planning and strategy (operational & financial).
2. Business process reengineering.
3. Overall business review of all the departments and subsidiaries of the group.
4. Examine fortnightly and monthly business operations, and employ a combination of internal data and external data to derive valuable inputs.
5. Conduct in-depth exploration of various product categories and distribution channels to identify different growth prospects and key factors that can accelerate the business growth.
6. Exhibit leadership and apply analytical techniques to ensure that the useful insights are delivered from the data to the top level management.
7. Identifying the key problem areas and suggest the potential solutions for short run as well as long run.
8. Drive business growth and new ideas, being a leader with a vision.
9. Show, translate and talk about complex data using presentations, reports and dashboards that leads to simple conclusion and concrete business insights.
10. Preparation of dashboards to monitor the business performance in a systematic manner.
11. Internal and external Corporate Communication.
12. Close coordination with the consultants and industry experts.
13. Participate in collaborative initiatives with team members and managers, looking for ways to continually simplify, improve and add value to existing business processes.

- Professional written and oral communication skills. Highly motivated self starter with excellent time management/ prioritization skills.

### **LANGUAGE PROFICIENCY**

English, Hindi & Dogri

### **INTERESTS**

Music, Art & Craft, Sustainability

### **PERSONAL DETAILS**

Date of Birth: 6-02-1996

Father's Name: Mr. Naresh Gupta

Address: H no. 57, Lane No. 1, Garden Avenue, Talab Tillo, Jammu, J&K – 180016

\* **Appeared in J&K Civil Services Examination (Mains) 2023**

### **Finance Coordinator at Sarveshwar Overseas Limited, Jammu (July' 2020 - June' 2021)**

The company deals in rice processing and distribution of brand & non branded rice in domestic and international markets.

- Overviewed the overall financial performance and coordination of various departments.
- Convened departmental meetings and management meetings for regular review of performance
- Close coordination with top level management to share business insights.

Executive member of Women's Welfare Committee

### **EDUCATION**

COURSE	SPECIALIZATION	BOARD/UNIVERSITY	PERCENTAGE	YEAR
MBA	FINANCE & MARKETING	THE BUSINESS SCHOOL, JAMMU UNIVERSITY	8.6 CGPA	2018-20
B.COM	COMMERCE	JAMMU UNIVERSIY	66.7	2016
XII	COMMERCE	JKBOSE	91.8	2013
X	GENERAL	JKBOSE	80.4	2011

### **ADDITIONAL QUALIFICATION**

Post Graduate Diploma in Banking and Risk Management (PGDBRM) 2017 from Jammu University

### **CERTIFICATIONS**

CERTIFICATION TITLE	YEAR
NCFM COMMERCIAL BANKING IN INDIA	2017
FLIP FINANCE AND BANKING FUNDAMENTALS (INDIA)	2018

### **ACADEMIC ACHIEVEMENT**

Achieved 6th state rank in the Higher Secondary Part Two (12th) Examination

