

Nisha Jhunjunwala

Associate Project Manager

Dynamic professional with 6 years of experience in finance and technology sectors. Specializes in aligning technical strategies with business objectives, ensuring compliance, and optimizing financial processes. Proven track record in managing cross-functional teams, utilizing tools like Asana to enhance productivity. Adept at stakeholder communication, performance analysis, and delivering strategic project updates. Focused on leveraging technology to drive business growth and operational efficiency.

Personal Info

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LinkedIn
<https://www.linkedin.com/in/wriveller/>

Education

2024-12 - present

Advanced Project Management

Indian Institute Of Management–Rohtak

2024-10 - 2024-11

Strategy & Game Theory Mgt.

Indian Institute Of Management–
Ahmedabad

2016-08 - 2019-05

Finance, BBA (Honours)

University of Calcutta

2014-06 - 2016-04

St. Thomas' Church

2001-04 - 2014-04

Marias Day School

Skills

Advanced Understanding of Asana;
Change Management;
Technology Alignment;
Reporting and Documentation;
Quality Control & Continuous
Improvements;
Adaptability & Collaboration;
Emotional Intelligence;
Communication & Empathy;
Delegation

Software

Asana;
Procurify;
ContractSafe & Contractbook;
Divvy & PayEM

Work History

2024-01
- present

Project & Tech Alignment Leader

Saba-Well SDC India Pvt. Ltd. (Omnifi), Bengaluru

- Led workflow optimization across the Accounts department, implementing key initiatives such as Workflow Optimization.
- Streamlined operations by developing dashboards and conducting performance analyses.
- Utilized data-driven approaches to optimize workflows and inform business decisions.
- Led cross-departmental collaborations (with Analytics & BI, HR, IT), improving inter-team processes.
- Spearheaded the SharePoint site restructuring project to improve data accessibility and streamline project workflows.
- Implemented a procurement system for a client, improving financial accuracy and decision-making.

2022-11
- 2024-01

Portfolio Owner

Extropy Advisors LLC, Kolkata

- Played a pivotal role in the successful launch and financial oversight of two US startups.
- Consulted customers to identify needs and provide solutions.
- Developed a company culture focused on innovation and performance.
- Aided in the strategic hiring and comprehensive training of new team members.

2022-07
- 2024-01

Senior Accounts Executive

Extropy Advisors LLC, Kolkata

- Led real estate deals and team management.
- Performed monthly bank reconciliations and resolved issues.
- Oversaw intricate real estate transactions with expertise.

2021-12
- 2022-06

CFO Executive

Advith Consulting LLP, Bengaluru

- Managed monthly indirect tax returns (GST, PT, PF, ESI, TDS) as per Karnataka regulations and navigated various labour laws.
- Engaged directly with clients to understand their needs and facilitated successful implementations.
- Worked with legal and accounting teams to ensure regulatory compliance.

2020-10
- 2021-12

Finance Executive

Extropy Advisors LLC, Kolkata

- Assisted the financial director with projects and tasks.
- Performed due diligence for investments and acquisitions.
- Adhered to internal controls and company policies.
- Evaluated operational data to improve system efficiencies.
- Verified accuracy of payroll and accounting payments.

2019-07
- 2020-03

CPA Executive

Nidhi S Jain & Co., Kolkata

- Conducted independent stock and debtors' audits in Calcutta and compiled audit reports for North-Eastern India, Bihar, and Jharkhand.
- Managed data entry into digital databases.
- Assessed staff performance and offered guidance for improvement.