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FALCON ID # 31755

Oilfield Services / Analyst

Residential Country : India Nationality : India  
Resume Title : Analyst Notice Period : 1 Days

## EDUCATION

Qualification	Institute / College /university	Year	Country
Mba/pgdm	Gurgaon, University	2010	India

## CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year
Accredited Analyst	Reputed Company	India	05/2011	/
Executive	The Retirement Plan Company	India	04/2010	05/2011

## ADDITIONAL CERTIFICATE AND TECHNICAL QUALIFICATION

Name Of The Course	Course Date	Valid Upto	Name Of Organisation
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Current Salary (Monthly In Usd): Not Mention Expected Salary (Monthly In Usd): Not Mention

Additional Skills :

Core Competencies

- Conducting research and in-depth analysis, reporting and presentations
- Completing projects in time and within budget
- Stability with creativity to make work rewarding.
- Value working relationship.

- Able to manage multiple projects at the same time.
- High standard of quality for written reports
- Optimizing client development and generating additional business
- Part of interview panel.

#### IT Skills

- Well versed Microsoft Office (Excel, PowerPoint and Word)

#### Additional Information :

- Conducting research to ascertain the best program to suit a company's structure, function and size.
- Responsible for quality check
- Monitoring & reporting on standards & performance targets.
- Acknowledged for controlling cost through effective utilization of personnel, materials and equipment.
- Planning for information by collecting, analyzing and summarizing data & trends.
- Planned corrective measures to fix the issues & avoided potential risks.
- Responsible for overall conversion project execution and implementation and helping Project Manager in forming the conversion strategy.
- Arranging & chairing weekly team meetings with onshore team, focussing on targets & achievements.
- Carrying out analysis of various plans data across industry, location & age groups and generating valuable insights for clients, employers & insurance providers
- Ensuring the implementation & formulation of policies & procedures within the team.
- Client interaction related to daily engagements, etc.
- Research and analysis of Employee Benefit Plans for Clients
- Analyzing historical data to work on current plan.
- Responsible for analyzing and calculating/allocating the contributions.
- Preparation of Form that reports the status and activity of retirement plans to the Internal Revenue Service.
- Conduct on-board trainings for management trainees in the Compliance department through MS PowerPoint
- Preparing various presentations and Summary of Projects along with Training Reports.
- Part of interview panel.