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FALCON ID # 49923

Construction / Risk Engineer / Manager

Residential Country : India Nationality : India  
Resume Title : Manager - Risk Management Notice Period : 1 Days

## EDUCATION

Qualification	Institute / College /university	Year	Country
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## CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year
Senior Analyst	Reputed Company	India	12/2011	/
Analyst	Deloitte Consulting India Private Ltd	India	04/2006	12/2011

## 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 :

## ORGANISATIONAL EXPERIENCE

Deloitte Support Services India Private Ltd., Hyderabad Since Dec 2011  
Senior Analyst

### Key Result Areas

- Developing the risk management strategy; designing and holding risk management workshops with senior management to identify key risks & action plans; benchmarking risk disclosure against other leading companies

- Assigning work for the Canada Conflicts team members, supervising the team and conducting reviews
- Designing and implementing a database that identifies all information in the business & its relative risk
- Executing the Group Risk Management strategy and implemented a supporting infrastructure; monitoring & tracking risks on monthly basis
- Providing clients with independent, formal valuation opinions that serve a variety of objectives, including: business acquisitions or mergers, refinancing & reorganization, buy-sell agreements, tax or regulatory compliance
- Reviewing KYC requirements and applying appropriate tenets to client projects and maintaining due diligence requirements through background searches
- Provide the client with background checks on companies and individuals by conducting searches on Hoover's, One Source, Oncorp, D&B, Westlaw, Quicklaw/Lexis-Nexis, MergerMarket, Factiva, and Google
- Daily interaction with Partners Principals and Directors to understand their requirements on projects
- Working across all operational areas to effectively embed policies, monitor understanding & track on-going compliance
- Reworking business / finance models to achieve organizational and growth objectives; assisting team members in understanding the process and achieving the set targets
- Conducting process trainings for new team members and mentoring team members until they are on par with the other Analysts

#### Highlights:

- Awarded:
  - o Applause award in July 2012 for exemplary performance on a project
  - o Applause Award in January 2014 for outstanding service to client
  - o Spot award in June 2014 for creating training material and conducting training session
- Recognized by Canada Managers for executing complex risk involved situations smoothly
- Technically sound and help the team with system testing, creating presentations, and conducting surveys
- Recognized by the India Leadership for managing the entertainment team apart from doing the regular duties

#### EXPERIE

#### PREVIOUS EXPERIENCES

Deloitte Consulting India Private Ltd., Hyderabad  
Analyst

April 2006 – Dec 2011

October 2010 to December 2011 (Quality Assurance Analyst)

#### Key Result Areas

- Manage and assign work to the members in the Quality Assurance and Management Review team
- Conduct random reviews on claims to identify errors and maintain a project quality of 98% and above
- Identify and consolidate issues from all the teams and create issues log to be discussed in the weekly productivity report
- Conduct QA orientation sessions for new members in the project
- Lead the weekly meetings with team leads and associates to discuss the errors and process updates

- Conduct analysis and deep dives to check for errors every month and create a power point presentation to showcase the results to the India leadership team
- Create daily error report on excel and send to the India leadership team
- Create weekly dashboard report and monthly dashboard report send to the US onsite manager and the India leadership team
- Revisiting training manuals as per the latest updates
- Create weekly productivity report and weekly status report and send to the production leads and India leadership team
- Create QA call deck and present it to the team leads, India leadership team, onsite manager, and US compliance manager once every month

March 2010 to October 2010 (US onsite assignment)

#### Key Result Areas

- Review the work done by the India team and provide daily updates to the onsite manager
- Follow up on the correspondence received from the insurance companies
- Check analysis and measure the quality of the claims coded by India team and send daily and weekly report to the manager
- Conduct weekly meetings with the onsite team and the manager
- Interact with the client on a daily basis and learn the updates to instruct the offsite time in India

#### Highlights:

- Awarded:
  - o Applause Award for an exemplary performance in March 2010

June 2006 to February 2010

#### Key Result Areas

- Exceeding the productivity and quality targets and assign work to team members
- Training new representatives on the client billing system and online system.
- Review and updating of KYC requirements and applying appropriate tenets to client projects
- Mentoring new reps on overall process level and claim level follow up
- Send weekly productivity report and come up with new trends for faster resolution of claims
- Solve questions of team members and control the team in the absence of the team leader
- Work on tools like Claims Management System (CMS) and DocFinity and following up on claims
- Subject Matter Expert in using the client system and solving process related queries
- Update resolved claims in excel sheet and consolidate work of all team members for weekly auto coding

#### Highlights:

- Awarded:
  - o Applause award in July 2012 for exemplary performance on a project
  - o Applause Award in January 2014 for outstanding service to client
  - o Spot award in June 2014 for creating training material and conducting training session
  - o Achieved the STAR award 11 times for surpassing the targets in the team
- Extended quality work in minimal assistance
- Appreciated by Managers across India & U.S. for delivering excellent client service & quality work under tight deadlines & busy schedules

Additional Information :

## ACADEMIC DETAILS

- MBA in Project Management from Sikkim Manipal University 2016
- Bachelor's Degree in Maths, Statistics and Computers from Bhavan's Vivekananda Degree College, Sainikpuri 2006
- Intermediate from Bhavan's Sri Aurobindo Junior College 2003

## EXTRA CURRICULAR ACTIVITY

- Thread Lead on 'Impact Day' in relation to community services for Cancer awareness
- Was part of the EBOS Cultural Committee which included designing emails, organizing "Fun Friday" event every month, and hosting shows for the floor of about four hundred employees
- Was the Entertainment SPOC for the ICR Entertainment team which includes sending emails and conducting monthly team activities

## SKILLS/TRAININGS

- Proficient in MS Excel, Word, PowerPoint & Outlook
- Data Analysis with Excel, SQL
- Systems user acceptance testing
- Completed training on Harvard Leadership Essentials
- Classroom training on Team Working Skills, Time Management, Verbal Communication Skills, and Conflict Management
- Acquired Mastery certification in TOEIC (Test of English for International Communication)
- Completed more than 400 hours in training sessions involving Communication Skills, Team Work, and Project Management etc.