

Chaitali Deshmukh

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Professional Synopsis

My qualification and years of work experience will be an asset to company, an astute professional with 8+Years of experience in reporting, **deep dive analysis**, consulting, implementation and developing new tools and techniques.

Dynamic dashboard design which includes decision making information for top leadership. I have good command over advance excel (vlookup, hlookup, index match, pivot table, pivot slicer, conditional formatting, formulas, graphs), power point, word, VBA & BI tools this helps me accelerating performance and achieving desire goals.

Education

- MCOM (Advance Accounts) from Mumbai university in 2014 with 67%
- BCOM (Banking & Insurance) from R.J College university – Mumbai in 2011 with 75%
- HSC in commerce in 2008
- SSC in commerce in 2006

Key Skills

- Microsoft Business Intelligence
- Proficient in MS Excel including Advance Excel, Power point, Word and Internet
- SAP, ERP, Nextgen, Supra

Projects:

Incorporated all reporting and dashboards online in newly launched BI tool.

1. **Sales Data Visualisation**– Designed dashboard on BI tool for sales analysis. This dashboard consists month wise sales, rate and quantity trends, top 10 customers, and products. This customised report producing data on a click away. **This report saved 30 working hours every month, it has eliminated lots of manual work.** I had taken care of this report alone. **This report is crucial for sales analysis to top leadership.** I used ERP, Excel with BI tool to execute this report.
2. **Competitors Analysis** – I had designed this dashboard from scratch in BI tool with Excel. This dashboard included import and export information. Purchase and sales team used this report to understand **competitor's performance, price trend, sourcing opportunity and market review.**
3. **Sample Tracker** – I had developed this tracker in Excel with Excel slicers. which helping sales team to track any sample which submitted to customers. This tracker is useful for follow up purpose.
4. **Ratio and Production Analysis:** Developed dashboard in BI tool for ratio and production analysis. This dashboard included product wise comparison of standard vs actual ratio, capacity, qty produced, sold and consumption. **This report is crucial for ratio and production analysis to top leadership.**

Profession Experience

Oriental Aromatics Limited (Dec'2018 to till date)

(Manufacturing Chemical, Camphor, Fragrance & Flavours)

Assistant Manager MIS:

Responsible for the day to day functioning of MIS which is primarily involved in generation and analysis of various reports, MIS, document formatting, analysis and presentation of data to senior management by meeting all the time lines and learning how to prioritize all activities in the order of urgency along with other responsibilities mentioned below:

- Develop and streamline various business MIS reports and standard operating procedures as required.
- Design and prepare new reports, analysing trends and provide information to management to facilitate strategic decision-making.
- Maintain relevant periodic MIS and reporting by collating data obtained from various sources.
- Propose initiative/projects to improving on existing MIS.
- Analyse business information to identify process improvements for increasing business efficiency and effectiveness.
- Produce & recommend new report suites to provide insight & root cause analysis
- Ensure compliance policies are strictly adhered to and implemented
- Adhere to confidentiality policy while managing the critical reports and data related to the data

Eternis Fine Chemicals Ltd (from Feb'2017 to Nov'2018)

(Manufacturing Chemical)

MIS Executive:

- Responsible and accountable for preparing Monthly Operations Review (MOR)
- Responsible for doing comparative analysis of financial accounts month on month and sharing the findings on the same with detail analysis.
- Providing suggestions and recommendations to improve the top line and bottom line based on the analysis with specific highlights on any unusual trends/transactions etc.
- Conducting variance analysis – Budgeted V/s actuals – and ascertaining reasons for the same.

Health Prime Services (India) Pvt Ltd (from Sep'2011 to Jan'2017)

(Medical billing company)

Assistant Team Leader:

- Handling a team of 4 team members.
- Assigning work to team members and auditing their work as well as submitting the performance reports to Management.
- Analyzing the MIS reports generated by the team and then accordingly making appropriate changes before submission to the management.
- Providing suggestions and recommendations to the operations team for better functioning of operational activities including process improvement, wherever possible.
- Maintaining deadlines in case of submission of requisite reports and information to management.
- Generating reports from the database and then filtering and consolidating to summarize the MIS reports with accurate representation of data to Management for their review.
- Displaying qualities of a respectable Leader by supporting the team in times of high volumes and exigencies.
- Proactively identifying problems and proposing solutions to the problems by way of suggestions and recommendations.

Achievements

- **Promotion to Assistant team leader** – from MIS Executive in Oct'2016
- **Being Most Helpful Award** in Dec'2017 for automating reports of others team
- **Going Above & Beyond Award, U Make A Difference Award** and **Speed Award** in Oct'2018
- Received many appreciation emails from leadership of HPSI, Eternis and Oriental Aromatics

I Can Offer

- Commitment and Capacity to work under pressure, adapt myself for immediate changes taking place in Work and work Environment.
- Cordiality and leadership in-group activity. Flexible, Friendly, Adaptive and able to co-ordinate to achieve common goal and Objectives.
- Ability to focus on positive aspects of people and Respect them for what they are.
- Good Automation skills can help to automate all possible areas of process which can reduce manual intervention, processing time and improved quality.

Additional Details

Date of Birth : 2nd Jan 1991

Sex : Female

Nationality : Indian

Marital Status : Married

Languages Knowns : English, Hindi, Marathi

Linked in Profile : <https://www.linkedin.com/in/chaitali-deshmukh-03447656>

Passport Valid : Till 2029

I hereby confirm that all the information in this document is accurate and true to the best of my knowledge and belief.

Date:

Place: Mumbai

Chaitali Deshmukh