

ANSHIKA JAYANT

CONTACT



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LinkedIn -

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SKILLS

Workflow optimization

Project Planning and Prioritising

Schedule and Time Management

Stakeholder Relationship Management

Technical Expertise - Jira, Confluence, MS Office

Effective verbal communication

Team Management

Workload Management

Analytical problem-solving

Financial Management

Financial report analysis

CERTIFICATION

Diploma in BFSI (Mutual Funds) – National Skill Development Corporation, 2016

ABOUT ME

An aspiring management professional who aims at building a dedicated career in Project Management and focuses on becoming a cross-functional team leader with demonstrated success in smoothly navigating organizational dynamics.

I am a highly adaptable relationship builder, communicator, detail-oriented, and problem-solver who puts her business acumen into every project. My strategies include well-coordinated project planning, prioritization skills, and stakeholder management to coordinate project deliveries on time. I wish to excel at taking extreme challenges & forecasting and dismantling, roadblocks to organizational success.

EXPERIENCE

Project Analyst, BYJU'S, Bangalore, India

April – November 2022

- Worked with major teams of BYJU'S Technology (Engineering) – Lead Origination System (Marketing Tech), Lead Fulfilment System (Sales CRM), Data Engineering, and Data Platform.
- Built relationships with the stakeholders to quickly understand the requirements and business objectives.
- Managed and assisted the teams in defining and adhering to the requirements of project timelines and proper documents. Streamlined communication between the team and stakeholders to ensure project progress effectively.
- Managed offshore development teams and provided support to achieve on-time deliveries.
- Used Project management software – **Jira** for tracking all the tasks and **Confluence** for preparing Business/Product Requirement Documents.
- Implemented agile management ideals by facilitating exercises such as Sprint Prioritisation, Sprint Planning & Grooming, and daily stand-up meetings to touch base with the whole team and ensure that all members were performing up to the mark.
- Created road maps, Gantt Charts, program plans, and scrum boards and prepared monthly business reports on a timely basis.

Finance Intern, NBCC India Ltd., New Delhi, India

May – July 2019

- Worked with the Internal Audit team, under the supervision of auditors to develop a working knowledge of the company's audit approach, tools, and methods.
- Interpreted key indicators in financial statements to support the development of departmental strategies.
- Created financial reports, comparing discrepancies between planned and actual budgets for investment insight.
- Used Microsoft Office and Google Sheets to track financial metrics and produce graphs.
- Kept track of statements provided by clients, suppliers, and internal employees and verified accuracy.

EDUCATION

MBA- Finance and Marketing, 2018-2020

Guru Gobind Singh Indraprastha University, Delhi

Bachelor of Commerce (Hons), 2014-2017

IPCW, University of Delhi, New Delhi