



GAZAL SONI

ASSISTANT MANAGER
PROJECTS & MIS

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📍 Navi Mumbai

SKILLS

- Project Management
- Problem Solving Skills
- Requirement Gathering
- Effective Communication
- Adaptability
- Project Scoping
- Strategic Planning
- Agile Software
- Performance Tracking
- Planning & Forecasting
- UAT Testing
- Cross-functional Collaboration
- Team Coordination

ABOUT

Results-driven Assistant Manager with expertise in Projects and Management information systems (MIS). Skilled in data analysis, reporting, and project coordination. Strong problem-solving and communication skills. Adept at UAT Testing, collaborating with cross-functional teams to identify business requirements and design solutions that align with organizational goals.

PROFESSIONAL EXPERIENCE

ICICI SECURITIES

JULY'22 - PRESENT

ASSISTANT MANAGER - PROJECTS & MIS

- Led multiple projects from conception to completion, ensuring timely delivery and adherence to quality standards.
- Coordinating with cross-functional teams to gather requirements, define project scope, and develop project plans.
- Conducting UAT testing to identify defects, track defects, and ensure timely resolution.
- Creating detailed reports on project progress, issues, and risks to inform management and stakeholders.
- Utilizing different project management tools such as Spira, Whizible, Schema Markup Validator to manage project workflows, track requirements, and monitor project health.
- Implementing process improvements to optimize project management processes, resulting in increased efficiency and productivity.
- Engrossed in developing, identifying, testing scenarios and assisting in resolving live website issues.
- Facilitating communication between stakeholders and project teams to ensure alignment and timely resolution of issues.

INTERSHIPS

IIFL (INDIAINFOLINE FINANCE LTD)

MANAGEMENT TRAINEE

NOV'20 - JAN'21

- Successfully acquired and managed 10 portfolios per month.
- Developed a comprehensive understanding of fundamental and technical analysis, as well as stocks, currencies, commodities, mutual funds, insurance, and other financial instruments

WGBL INDIA PVT LTD

MAR'21 - MAY'21

DIGITAL MARKETING INTERN

- Conducted comprehensive data research and website audits
- Performed competitor analysis and research
- Authored content and blog posts
- Created business listings and submitted social bookmarks and classified ads

AASHMAN FOUNDATION

APR'21 - JULY'21

HUMAN RESOURCE INTERN

- Facilitated recruitment process by interviewing and onboarding qualified candidates as a Process Partner
- Maintained accurate records of candidate information in Google Sheets

TRAXIVE

JULY'21 - AUG'21

MARKET RESEARCH INTERN

- Market Research on Social Media Influencers
- Maintained accurate records of gathered information in Google Sheets

VITALITY LIVING COLLEGE

AUG'21 - NOV'21

VIRTUAL ASSISTANT

- Regularly downloading and uploading event files
- Editing videos
- Proofreading documents and making corrections
- Shortlisting internship applications

PROJECTS

MAY'21

WISE CHANAKYA-3 DAYS LIVE PROJECT

Developed financial literacy by conducting online surveys to assess individuals' financial needs and identify suitable solutions

EDUCATION

BHARATI VIDYAPEETH- IMED, PUNE

JUNE'20 - JUN'22

MBA- Finance and Marketing

CDLU

JUNE'16 - JUN'19

Bachelor's of Commerce

COURSES

- Diploma in Basic & Office Management - MS Office & Tally ERP
- NISM Series 5A- Mutual Fund Distribution
- NISM Series 7- Securities Operations & Risk Management
- NISM Series 8- Equity Derivatives
- Accounting Fundamentals - CFI
- Introduction to Corporate Finance - CFI

EXTRACURRICULAR ACTIVITIES

- Achieved 1st Runner-up position at IMED Marketing Seminar 2021
- Published research paper on "The Digital Age of Marketing" (Reflection)
- Awarded 'Certificate of Excellence' by 'Wise Chanakya' for Live Project Research Work
- Certified by AASHMAN FOUNDATION for Social Media Volunteering

I hereby declare that all the information given above is true and correct to the best of my knowledge.
