



# RAVI JINDAL

Results-driven professional with a strong background in digital marketing, data analysis, and corporate action analysis. Certified in Fundamentals of Digital Marketing by Google and equipped with a Certification in Information Technology. Demonstrated ability to conduct primary and secondary research, extract data, generate reports, and process requests to support business objectives. Proficient in Microsoft Office, Microsoft Azure, Python, HTML, SQL, and Advanced Excel. Strong communication and analytical skills with a proactive and adaptive approach.

## EDUCATION QUALIFICATION

- **MASTER'S OF BUSINESS ADMINISTRATION (8.45 CGPA)**

DIAS, AFFILIATED TO GGSIP UNIVERSITY

- **BACHELOR'S OF BUSINESS ADMINISTRATION (6.4 CGPA)**

SIKKIM MANIPAL UNIVERSITY(NEW DELHI)

## WORK EXPERIENCE

### Corporate action analyst at SAXO Group (July 2022-March 2023)

- Part of the Mandatory corporate action team and help in processing mandatory CA events.
- Monitoring and notifying positions affected by corporate actions events.
- Position reconciliations with brokers & custodians and evaluate the discrepancy due to existing cash breaks.
- Reconciliations of tax applied in events from MT-564 in markets situated in various countries across the globe.

### Process Associate at Genpact (June 2021-March 2022)

- Access and learn various Databases containing signatures, SOP, and addresses
- Extract data and generate reports for existing clients.
- Enroll new applicants and process Requests of existing applicants.
- Processing Money out (withdrawals and loans)
- Follow up with enrolled clients for additional documents and confirmation on
- any confusion with the application form.

### Management Trainee at Augray Pvt Ltd

- Primary and Secondary Research about potential customers of augmented Reality software

## PROJECTS/INTERNSHIP

- 2 months Internship at Share khan Pvt Ltd as a management trainee(2019)
- Python Internship at Coding Bytes (2019)
- Generate Buzz and Participation among Women Engineers for Times Tech Gig Geek Goddess Contest

## CERTIFICATION COURSES

- "Fundamentals of Digital Marketing" Certified By Google
- Certification in Information Technology (IGNOU)

## PERSONAL DETAILS

Father's name-Jai Prakash Jindal

Phone: 8800949968

Email: jindalravi04@gmail.com

Address: A-49 Sawan Park Ashok

Vihar Delhi-110052

Languages Known- English

Hindi

## SKILLS

- **Microsoft office**
- **Microsoft Azure**
- **Python**
- **HTML**
- **SQL**
- **Advanced Excel**

## STRENGTHS

- **Optimistic**
- **Adaptive**
- **Hard working**
- **Active listener**