

Sahil Saluja

Delhi NCR, India • sahilsaluja197@gmail.com • +91-8383072501 • [LinkedIn](#)

SUMMARY

A quick learner with excellent problem-solving abilities and a keen eye for detail, I am excited to contribute my enthusiasm and fresh perspective to a dynamic team. Committed to continuous growth, I am seeking an opportunity to apply my knowledge and develop valuable professional skills.

PROFESSIONAL EXPERIENCE

INDUS VALLEY PARTNERS

Associate

[Sept 2022 - Present]

- Conducting Cash and Position Reconciliation of client data with prime broker's information using IVP's tools.
- Serving as the primary point of contact for clients, managing queries, and ensuring swift issue resolution.
- Collaborating with clients to address any data discrepancies and address product-related challenges.
- Contributed to the product enhancements by escalating 500+ instances of internal product inefficiencies.

RADDISH.IN

Intern

[Oct 2021 - Feb 2022]

- Managed operations for 500+ corporate food orders while ensuring a glitch free process for the clients
- Improved the product with insights from talking to clients about allowing multiple orders in the same cart, cart action overrides for the organizer, scheduled order automations and more

LearnEx, an EdTech startup

Business Development Intern

[May, 2020 - Aug, 2020]

- Surveyed 50+ students appearing for JEE & also those who had cleared it to understand the learning gap
- Onboarded 15+ tier-1 college undergraduates as tutors on the platform and handled social media marketing
- Generated 500+ organic leads using Quora platform

SKILLS

- PM Fellow at Nextleap, SAP certified (FI + CO)
- Advanced level proficiency in MS Excel, basic proficiency in JAVA
- Data Reconciliation, Customer Relationship Management

EDUCATION

DEGREE	INSTITUTION	SCORE	COMPLETION YEAR
B.Com Honors	Delhi Institute of Advanced Studies, IP University	84.50%	2022
Class XII (CBSE)	KDB Public School, Ghaziabad	78.60%	2019
Class X (ICSE)	St. Mary's Convent School, Ghaziabad	77.20%	2017

ACHIEVEMENTS AND ACTIVITIES

- Recognised for outstanding work at IVP 2023
- Won 1st prize in TT competition in intra-college sports festival (50+ contestants) 2022
- Volunteered to teach underprivileged kids of 4-10 years age group for Happy to Help Organization 2019
- Event Manager of Dance Events at Aaghaz (annual Cultural festival of DIAS) 2019

HOBBIES

- Cricket, photography