

**Vibhuti Sahu**

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[vibhutish45@gmail.com](mailto:vibhutish45@gmail.com)DOB 6<sup>th</sup> January, 2000

Female

**PROFESSIONAL EXPERIENCE****Operations Analyst – Better.com**

Dec 2020 to Present

- Working with different stakeholders and third party vendors (in US) to ensure proper due diligence and adherence to standards of mortgages in different US States.
- Plan appropriate strategies to arrive at solutions to resolve key business halts and ensure smooth working.
- Continuously finding new and better ways of modifying the workflow and reduce the required TATs.
- Handling escalations and critical issues from different business units to deliver top notch, timely and quality work.
- Build a pathway to train the new team member on the floor and contributing to their continuous learning.
- Responsible of creation of Trackers to maintain a record of daily activities and production of all the teams.

**Intern - Bank of India**

May 2019 to June 2019

- Managing and maintaining day to day functions and records of cheques and accounts.
- Conducting a field research of all the retail outlets within the area of our branch and opening the salary accounts of new recruits at different companies.
- Assisting senior manager with loan transactions and to bring awareness about government initiatives like Jan Dhan Yojna account, PMJJBY and PDSBY.

**ACADEMIC QUALIFICATIONS**

Degree	Institute	Board/University	Year	Grade/Score
B.B.A.	Anil Surendra Modi School of Commerce	NMIMS	2017-2020	CGPA 2.84/4.0
Class XII	Seth M.R. Jaipuria School, Lucknow	I.S.C	2017	81.00%
Class X	Seth M.R. Jaipuria School, Lucknow	I.C.S.E.	2015	91.40%

**PROFESSIONAL QUALIFICATIONS**

Course	Institute	Year	Grade/Score
CFA – Level 1 Candidate	CFA Institute	Feb' 22	TBA
Python	Compufield	2018	Passed
Fundamental Analysis	NCFM	2019	90%
Investment Analysis and Portfolio Management	NCFM	2019	80%

**CO-CURRICULAR PROJECTS/ACHIEVEMENTS**

- Research paper: Meme Marketing: A modern tool of advertising.
- Project: Analysis of Facebook acquisition strategies to deal with competition.
- Simulation and Analysis of 4 domestic stocks for a Portfolio through Excel and Python.
- Documentary: Reverse Brain Drain
- Project: Analysis and comparison of financial statements of BPCL for 2017-18.
- Project - Predicting house prices using Linear Regression.
- Paper: Application of Operation Research in Olympics.

**POSITIONS OF RESPONSIBILITY / EXTRA - CURRICULAR ACTIVITIES**

- Forming member of Tech Club of School.
- Head of Management at Tech Vista, 2016.
- 3rd Prize in Investment and Business planning competition organized by Corporate Interface Cell of College.
- Committee member in Logistics department of College fest.
- Volunteer at Rotary club of ASMSOC.
- Volunteer as the Marketing Head at The Happy Company – an initiative for mental health.
- Volunteer at The Saviours (NGO).

SKILLS & ABILITIES	
<ul style="list-style-type: none"><li>● Proficient in Microsoft Office Suite, including; Excel, Word and PowerPoint</li><li>● Beginner in Python Programming- Data Analytics and Tkinter GUI</li><li>● Beginner in SQL</li><li>● Bloomberg Terminal</li><li>● Beginner - SAS (Statistical Analysis System)</li><li>● Proficient in Looker and DataTree</li></ul>	
PERSONAL INFORMATION	
Languages Known	English and Hindi
Hobbies & Interests	TV Shows, Music, Digital media, Gardening, Cooking
Permanent Address	3/71 Vijyant Khand, Gomti Nagar, Lucknow, U.P. - 226010

