

# NEHA ABHYANKAR

SENIOR ANALYST

## CONTACT

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## EDUCATION HISTORY

### MBA (HR and Finance)

Dr. Ambedkar Institute of Management Studies and Research | 2014

(Distinctions and above 80 percentile in subjects Financial Management, Business Law, Computers for Managers, Training and development)

### Bachelor of Commerce

Hislop College | 2012

Distinction in Cost Management and Accounting

## WORK EXPERIENCE

### Senior Analyst

pManifold Business Solutions Nagpur 2016 - 2018

- Company Research: Proposal writing, Presentation preparations, drafting invitation letters for Government Ministries and Industry leaders
- Secretarial - Managing appointments, regular updates of collaterals, making meeting minutes, coordinating and engaging internal and external stakeholders, task tracking, reminders, follow-ups, sponsorship ecosystem mapping, various partnership requests letters etc
- Pointed Research- Internal consulting documents, data sheets and reports
- Accountable for performing multiple tasks simultaneously and producing quality deliverables on time

### Sector Support Executive

Institution of Engineering and Technology (IET) Services, BLR

2018 - 2019

- Startups : Organised 6 successful mentoring session for startups by bringing together experts from the industry & startups who discussed on an array of topics (funding strategies, challenges, growth strategies), etc.
- Supported 4 successful editions of IoT India Congress by taking the ownership of key tasks in the events
- Recommendation report to the government- Content generation, collecting and gathering inputs and designing the report
- Assisted in creating White-paper for Smart Living

## PROFILE INFO

Assisted the company in solving the societal challenges and worked with Key Opinion Leaders, technology evangelist to create roadmaps and mapping ecosystem for upcoming technologies and delivering impacts. Smart Work, Eye for detail, Managing senior stakeholders are my strengths.

## CERTIFICATIONS

### Completed

- [Yale University](#) | The Science of Well Being
- National Cadet Corps (NCC) B Certificate Holder
- Indian Scouts and Guide Certificate Holder

### Pursuing

- Goldman Sachs | Digital Marketing Strategy
- Google Project Management Professional Certificate (Agile Management)

## PERSONAL SKILLS

- Strong Communication
- Adaptability
- Problem-solving
- Leadership
- Conflict resolution
- Public Speaking

## PROFESSIONAL SKILLS

### Stakeholder Management



### Project Management



### Strategic Collaboration



### Digital Marketing Tool



### Analytical



- Assisted for making reports (Post and pre event report, Annual Reports and Newsletter of the company),
- Created blueprint document -Clean Ganga using IoT,
- Awards, Managing event website
- Brief assessment report of the impact of finalising an event venue on various parameters
- Took initiative of IET's longstanding Faraday Programme to build curiosity among school children for STEM subjects to contribute towards building quality engineers (Pilot Study in 10 Government schools)

### **Delegate Manager**

Institution of Engineering and Technology BLR, Freelancer 2019

- Created an ecosystem and brought together global industry leaders, researchers and technology evangelists, government, policy makers and academics under one roof, making the event a powerful source shaping the evolving IoT movement in India.
- Sharing ideas and connecting industries for creating Smart Cities Experience Centre Market Place (Ex: AT&T - Smart water tank Solution. SenRa: Sensor based smart parking solution and smart waste bin. TCL; Smart street lighting solution and more)
- Key Opinion Leaders (KoL) in IoT: Identification, scanning and shortlisting of KOL's in various segment of IoT
- Awards : Involved in the process from identifying and recognising contribution of excellence in the IoT ecosystem , supported 4 editions of two signature awards IoT Start-up awards and Thought Leadership

### **EXTRA CURRICULAR ACTIVITIES**

- Winner Intercollegiate English Elocution Competition
- Elementary and Intermediate drawing grade exam passed
- State level participation in cultural programme, chess, paper presentation
- Intercollegiate English and Painting competition II and I prize winner
- Certificate of appreciation by Rotary Club of Nagpur for execution and management of the event "Cyclethon"

### **Customer Relationship Manager**

Akribelia Infratech Pvt. Ltd , 2020 -2021

- Converted prospects into customers by show-casing appropriate residential properties to the prospects matching the investment/residential needs of the prospects
- Contacted and followed up with new prospect clients and worked towards new business opportunities
- Handled clients and assured that their needs are satisfied
- Taken feedback from clients and worked towards resolving queries
- Resolved customer complaints quickly and efficiently. Kept customers updated on the new property in order to increase sales

### **VOLUNTARY EXPERIENCE**

- Help and support given to the orphans of PREMDAN, Nagpur
- Help and support given to Shanti Mohan, Nagpur
- Participated in 8 days Social Work Camp -Received an appreciation certificate by the Principal

### **HOBBIES AND INTEREST**

Reading, Traveling, Swimming, Social Work, Music, Digital Creative art work, Listening Music