**Ritz**

**Ritz.365719@2freemail.com**

**EDUCATION**

**Northeastern University, D’Amore-McKim School of Business** Boston, MA

*Bachelor of Science Degree in Business Administration* January 2016

Concentration: Finance and Marketing

Courses: Corporate Finance, Investments, Valuation & Value Creation, Int. Financial Management,

 Marketing Management & Research, Int. Marketing and Sales Management

Activities: Intramural Soccer, Cricket (NUCA)

**Dubai American Academy** Dubai, U.A.E

*International Baccalaureate Diploma*  June 2011

Awards and Activities: Honor Roll, Junior Varsity and Varsity Soccer Team

**EXPERIENCE**

**Global Marine Tech Services LLC** Dubai, U.A.E

*Business Development Associate*  October 2016 - Present

* Coordinating with sales executives to generate new leads and identify prospect customers.
* Regularly visiting existing customers for feedback and promoting new services.
* Preparing budgets for the upcoming year and analyzing previous year’s performance.
* Working closely with the accounting department preparing quotations and invoices, and following up on pending payments from customers.
* Collaborated with the technical and third party consulting teams in setting up a branch office for the company in Singapore.

**NASDAQ** Marlborough, MA

*Client Services Delivery Analyst* January - June 2015

* Developed a solid foundation of product knowledge for all corporate solutions products.
* Specialized in NASDAQ Online as the subject matter expert.
* Actively managed internal and external client support requests in a real-time environment for operational and transactional requests.
* Managed issue resolution with technical team and provided timely and solution oriented feedback to clients.
* Worked closely with NASDAQ sales, development and operation staffs to ensure quality and timely services are delivered to clients.

**MFS Investment Management** Boston, MA

*GIS Investment Operations Equity and Fixed Income Coop* December 2013 - June 2014

* Responsible for the trade affirmation process and verification of trade information to brokers and

custodian banks.

* Monitoring various trading and inventory systems for accuracy and exceptions based processing.
* Working closely with custodian banks to resolve any trade affirmation issues.
* Communicating and notifying all brokers, internal clients and custodian banks of cash transactions.
* Reduced training time for next coop by 50% through creation of a coop manual.

**Trinautics International Private Limited** Mumbai, India

*Sales Intern*  July 2013

* Entered local purchase orders (LPO’s) into the company’s electronic system.
* Followed up on inquiries about orders and servicing.
* Visited customers with Trinautics sales executives for promoting company services.
* Prepared feedback for company management based on customer information.
* Developed comparison analysis on few companies market share offering same services/products in market with Trinautics market share.

**SKILLS/INTERESTS**

**Computer Skills:** MS Word, PowerPoint, Excel, Omgeo TradeSuite and Oracle CRM

**Languages:** Fluent in English and Hindi, Beginner level Spanish

**Interests:** Football, Music, Travelling and Swimming