Gayle

[Gayle.370860@2freemail.com](mailto:Gayle.370860@2freemail.com)



I am a highly motivated and hardworking individual, with a keen eye for detail and zeal to learn. I am confident of working independently, at the same time comfortable working in a team environment, can meet tight deadlines and work well under pressure.

# ACADEMIC PROFILE

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| **Examination** | **Institute** | **Year** |
| Level III | Appeared for Level III of the CFA Exam in June 2017 | Result Awaited |
| Level II | Cleared – CFA Institute. (USA) | 2014 |
| Level I | Cleared – CFA Institute. (USA) | 2013 |
| B.Com/Graduation | 70% - Symbiosis College of Arts and Commerce, Pune, India | 2010 - 2011 |
| 12th Std. – H.S.C | 83% - St. Patrick’s Junior College, Pune, India | 2007 - 2008 |
| 10th Std. – I.C.S. E | 77% - Hilton’s School, Dehra Dun, India | 2005 - 2006 |

# WORK EXPERIENCE

**Company: Scaale Inc. (Pune, India)**

Position Held: Analyst

Duration: June 2016 – Jan 2017

Roles and Responsibilities:

* Working with the Scaale Advisory team in designing of strategy packs/Information Memorandum for global entrepreneurs by conducting a detailed market research analysis and developing financial projections.
* Studying the client’s company in depth, creating a quantified and defendable investment proposition for them, creating business plans and valuations, analyzing and planning their growth and Exit strategies.
* Creating a comprehensive database of all startups across India.
* Assisting the Investment Banking Team on research aspects of Business Plans/Pitch Books.
* Mapping of strategic and financial investors from across the globe.

**Company: HDFC Bank (Pune, India)**

Position Held: Credit Underwriter

Duration: Jan 2016 – June 2016

Roles and Responsibilities:

* Underwriting of credit card applications received from PAN India locations
* Scrutinizing of income documents, Verification reports to assess the credit worthiness of the customer
* Logical decisioning of application based on the broad policy guidelines
* Maintaining accuracy levels and work towards minimal/zero errors
* Achieving daily productivity targets and adherence to TAT [Turnaround Time]

**Company: KPMG (Pune, India)**

Position Held: Transfer Pricing Executive [April 2013 - Jan 2014]

Transfer Pricing Analyst [April 2011 - March 2013]

Roles and Responsibilities:

* **Undertaking Benchmarking Analysis** – Conducting benchmarking searches including assessment and planning searches, by extracting data of companies through various databases such as Prowess, CapitaLine and Ace. Applying quantitative filters, performing qualitative analysis of companies, detailed analysis of comparable companies, computation of margins, ratios and related party transactions.
* **Preparing Transfer Pricing Memorandums** - Developing an understanding of the comparable companies by referring the Income statement, notes to accounts, director’s reports, segmental reporting and interpreting ratios. Studying form 3CEB and comparing the arm’s length price of that of comparable companies with the client’s profitability. Documenting the same in the TP Memorandum.
* **Preparing Industry Overviews** - Undertook study of the performance of various industries. Researched various websites and databases such as CRISIL, ISI Emerging markets, IBEF and using the information and graphs to understand the various projections, developments and competitors in the industry.
* Conducting Internal Trainings including Case Laws presentations for the entire team.
* **During my stint at KPMG, I reviewed 55 Searches, 8 Industry Overviews and 22 TP Memorandums. I worked on 47 Searches, 15 Industry Overviews and 12 TP Memorandums.**

**Company: Stratecent Consulting (Pune, India)**

Position Held: Admin and HR

Duration: Dec 2009- Nov 2010

Roles and Responsibilities:

* Screening emails / mails, invoices and regular follow ups
* Office management, attending to telephone calls, handling the EPABX
* Maintenance of all administrative related activities within the office
* Maintenance of records, files, data and its updation, handling petty expenses
* Handling all back-hand database
* Recruitment and Selection, to develop and implement internal HR processes
* Responsible for operational issues including pantry, refreshments, stationery and other inventory

# DATABASES /APPLICATIONS USED

* Prowess, CapitaLine, AceEquity;
* IBEF, ISI Emerging Markets, CRISIL

# SKILLS

* Packages Known Microsoft Office (Power point, Excel and Word)
* Basic SQL

# HOBBIES

* Basketball and Football
* Reading
* Chess and Checkers

# PERSONAL DETAILS

* Date of Birth : 4th January 1991
* Nationality : Indian
* Marital Status : Single
* Gender : Female
* Languages : English and Hindi
* Visa Status : Visit Visa

REFERENCES CAN BE FURNISHED UPON REQUEST