

# Kartikeya Singh

Currently based in Noida (U.P.)

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## Objective

Seek a long-term advancing career in 'Business Management' with a progressive organisation.

## Profile

- Total Work Experience (Full-Time): 9 years
  - Currently working as 'Senior Consultant' at Infosys Ltd.
  - Previous experience as 'Lead Analyst (Team Lead) - Risk and Compliance Management' at Ernst & Young (EY) for 3.5 years.
  - Previous experience as 'Asst. Team Leader - Operations' at Integreon for 3.6 years.
  - 1 year work experience (Part-Time) as 'Research Facilitator and Coordinator' for an international research study conducted by Carnegie Mellon University, USA.
  - Certified 'Agile' and 'Scrum' practitioner.
  - Post-Graduation: MFM (Master Of Financial Management) from Christ University, Bengaluru.
  - Graduation: BMS (Bachelor of Management Science) from University of Lucknow.
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## Work Experience

- Currently working in Infosys Ltd., Gurgaon (India) as 'Senior Consultant - Business Consulting' from August 2022 till present. Providing Consulting and Project Management (mostly IT domain projects) services to large scale companies/top tier clients, Client Handling (currently working with multiple VP and above designation clients), Collaborating with multiple teams and stakeholders to ensure smooth delivery of projects, Execution of projects using 'Agile' and 'Scrum' methodology, Using 'Jira' and other industry standard platforms/tools to track and execute project requirements, Stakeholder Management, Regular Reporting and Presentations to clients etc. Currently handling a team of '8-12' individuals on project to project basis.

### *Key Achievements:*

- Winner of 'DCG Rise' unit-level award for outstanding work delivery and client satisfaction.
- Won 'Infosys INSTA' awards for exceptional work delivery.
- Previously worked in Ernst & Young (EY), Gurgaon (India) as 'Lead Analyst (Team Lead) - Risk and Compliance Management' from March 2019 till August 2022. Evaluating and reviewing of Risk/Compliance procedures conducted by the team, wide scale project management of numerous organisations (mostly Fortune 500 companies), chief manager of many Fortune 500/ Blue-Chip companies profiles undergoing risk and compliance procedures, closely working with USA, EMEIA and APAC region clients to ensure regional regulatory requirements are met for the projects, Business Research, Stakeholder Management, Conflicts Management, providing consulting/advisory services to senior management and stakeholders based on results obtained, analysing for any potential conflicts/risks arising from various risk/compliance procedures performed, projects documentation and reporting, assisting audit teams in completing pre-audit risk procedures. '3.5 Years' total work experience.

*Key Achievements:*

- Won 'EY Extra Miler' award in around one year of joining.
  - Won several 'EY Spot Award - Shining Star' awards during job term.
  - Won 'EY GDS Recognition' award in Jun'21 and Jan'22.
  - Won 'Highest Performing Teams' award in Jun'21, Apr'22 and July'22.
  - Earned EY Badge in Data Visualisation - Power BI and Advanced Excel.
  - Has received numerous appreciations from Stakeholders and Leadership for efficient project management and exceptional client services delivered.
- Previously worked in Integreon (a USA based MNC) in Noida (U.P, India) as 'Asst. Team Leader - Operations' from June 2015 till December 2018. Procurement Operations Management, Market Research for potential vendors, Client Services, Stakeholder/Partner Management, Vendor/Supplier Management, Sourcing and Purchase of Services, Business Analysis, Business Research and Background Checks, SLAs Management, Supplier Negotiations and Finalising of Services/Contracts, Financial Checks on Organisations, Cost Management, Contract Management, Raising Purchase Orders, Computing Spend and Saves, Budgeting, Dashboards and Reports, Managing database of suppliers/vendors who provided different services along with various ad-hoc tasks. Worked with the on-shore team in UK for effectively managing and monitoring the off-shore (India) services. '3.6 Years' total work experience.

*Key Achievements:*

- 2 promotions in 2.5 years. Promotion from 'Specialist' to 'Senior Specialist' within one year of joining.
  - Won 'FTR' award within one month of joining.
  - Winner of annual 'All Star' trophy within one year of joining.
  - Winner of several 'FTR Delight' awards throughout job term.
  - Handled entire process all alone for a few months in 2015.
  - Saved the entire process from rolling back from India by winning trust of on-shore team in UK by providing high quality work and meeting all deadlines effectively. Raised overall standard and reputation of offshore process in India.
- Worked (Part-Time Job with college) as "Research Coordinator and Facilitator" in MILLEE Research Study conducted by Carnegie Mellon University, USA in Lucknow, India from May 2009 to July 2010. (Obtained '**Recommendation Letter**' by CMU, USA for exceptional work delivery).

**Education**

- Master of Financial Management (MFM) June'11-June'13  
Christ University, Bengaluru
- Bachelor of Management Science (BMS) July'07-June'10  
University Of Lucknow, Lucknow
- Intermediate/12<sup>th</sup> (CBSE, Commerce) May'07

## **Certifications**

- *Certified ScrumMaster® (CSM)* - Scrum Alliance, USA
- *Infosys Global Agile Certification* - Infosys Ltd.
- *EY Analytics - Data Visualisation* - Ernst & Young

## **Trainings**

- Attended various trainings and courses on latest industry-standard *tech* skills in current organisation (Infosys).
- Attended various Leadership Skills Development and Soft-Skills Development Trainings conducted during office tenure in previous organisations.
- Attended MS-Excel and PowerPoint trainings during office tenure in previous organisations.
- Attended Personality Development training programmes conducted by premier training institutes from 2011- 2013 during post-graduation in Bengaluru.
- Industrial visits to SAIL plant (Salem, Tamil Nadu), Mysore-Silk (Mysore, Karnataka) and Toyota Motors plant (Bengaluru, Karnataka).

## **Skills**

- Business Operations Management, Business Analytics and Research
- Top Tier Clients and Stakeholder Management
- Team Leading and Management
- Project Management
- Agile practitioner and Scrum Master

## **IT/Computer Skills**

- Developed a good knowledge of working on MS Office (Excel, Word and Powerpoint) during the job term.
- Jira, SmartSheet
- Advanced Excel
- Power BI
- Has learnt Java, C++ and SQL during academic years.

## **Personal Interests/ Hobbies**

- Trekking, Listening to Music

**References:** Available as requested.

## **Declaration**

I hereby declare that the above furnished information is true to the best of my knowledge.



Kartikeya Singh