

# Charu Siddhawat

Charusiddhawat@gmail.com • +919358205264 • <https://www.linkedin.com/in/charusiddhawat13>

## PROFESSIONAL SUMMARY

I bring valuable experience as a Project Management Trainee at Coozmoo Digital Solutions, where I focused on bridging the gap between technical teams and client requirements to deliver seamless solutions. Before this, I worked as an Associate in the Grants Department at Marwari Catalysts, a leading accelerator company. There, I leveraged my MBA in Finance to successfully manage grants, drive startup ecosystem applications, and identify funding opportunities. With a proven track record as an Assistant Manager at ICICI Bank, I developed strong expertise in financial management, strategic planning, and client relationship management.

## PROFESSIONAL EXPERIENCE

### **Project Management - Coozmoo Digital. Solutions.**

Sept 2024- Jan 2025

As a dedicated Project Management Trainee, I excel in bridging the gap between developers and clients, ensuring seamless communication and project execution. I have honed skills in SEO, including on-page and off-page optimization, and backlinks strategy to drive online visibility. Proficient in managing projects on platforms like Ahref, Fiverr and Basecamp, I specialize in delivering client-centric solutions with a strong focus on quality and deadlines.

### **Associate – Marwari Catalysts**

Jan 2024 - Sept 2024

In my role as an Associate in the Grants Department, I have gained in-depth knowledge of the accelerator and incubator startup ecosystems, enabling me to effectively support startups in accessing essential resources and funding opportunities. I have successfully developed expertise in completing grant applications, including those for SISFS, Startup India, DPIIT registration, and the iStart portal, ensuring startups can secure the support they need to thrive.

### **Assistant Manager - ICICI BANK LIMITED**

Aug 2022 - Aug 2023

I served as the Assistant Manager at ICICI Bank, specializing in branch banking. A dedicated and results driven professional, I bring a wealth of experience to the table. My expertise includes proficient use of banking software applications like CRM, VRM, and Finacle.

Banking Software: Proficient in utilizing software tools such as Power BI for data analysis, CRM for customer relationship management, VRM for efficient resource management, and Finacle for core banking operations.

## EDUCATION

### **Business Analyst - Masters Programs**

2023

Simplilearn with collaboration with IBM

Certified By International Institute of Business Analysis (IIBA)

**Master of Business Administration (MBA)** 2020 - 2022  
Jai Narain Vyas University  
Specialization in Financial Management

**Bachelor of Commerce (B.COM)** 2016 - 2019  
Vyas College of Commerce and Business Administration  
Specialization in Accounting

## SKILLS

- Microsoft Excel
- ZOHO
- JIRA Agile Board
- Tools-Visio, Lucid chart, Draw.io, Balsamiq
- LinkedIn (Sales Navigator)
- Tableau
- Fiverr
- Basecamp
- Ahrefs/SEMrush
- Communication Skill
- Canva

## CERTIFICATE

**Master's Program Business Analyst Certificate** 2024  
Issued Organisation – Simplilearn

**Certified Business Analysis Professional (CBAP®)** 2024  
Issued Organisation – IIBA and Simplilearn

**MS-Excel Certificate** 2024  
Issued Organisation – Simplilearn

**Tableau Certificate** 2024  
Issued Organisation – Simplilearn

**Prompt Engineering with GPT** 2023  
Issued Organisation- Coursera