

Charu Siddhawat

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PROFESSIONAL SUMMARY

I am currently serving as a Project Management Trainee at Coozmoo Digital Solutions, where I focus on bridging the gap between technical teams and client needs. Previously, I worked as an Associate in the Grants Department at Marwari Catalysts, utilizing my MBA in Finance to successfully manage grant applications and 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- Present

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 Fiverr and Basecamp, I specialize in delivering client-centric solutions with a strong focus on quality and deadlines.

Associate – Marwari Catalysts

Apr 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

Feb 2023 - 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 Power BI, 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