



Sandeep Desai

Sanren77@Yahoo.com



+971 55 5591430



[linkedin.com/in/sandeep-desai-6688232b](https://www.linkedin.com/in/sandeep-desai-6688232b)



Professional Summary

Senior Business Analyst with 10+ years of cross-industry experience driving business relationships with proven planner and analyst with an in-depth understanding of MIS reports with meticulous eye for detail in area of collecting, collating and carrying out complex data analysis in support of management & team requests involved in reporting statistical findings to Group Head and Regional Managers.



Education

- Bachelor's of Commerce – India

Certification

- Accent – Boston Computer Institute India
- Certificate Course in Computer Application & basic programming - India

Core Skills

Teamwork & Collaboration



Project Management



Calendar Management



Performance Management



Adaptability



Technological Aptitude



Technical Skills

Banking Software



Language Skills



Reading

Writing

Speaking



Reading

Writing

Speaking

Core Strength

- Analytical & Critical Thinking
- Attentiveness
- Relationship Building
- Forecasting & Budgeting
- Negotiation
- Scheduling
- Patience
- Time Management
- Self Discipline



Work Experience



Abu Dhabi Commercial Bank

Abu Dhabi



Business Analyst January 2014 – August 2020

- Analysis & collation with maintaining and publishing reports as per the need of the department for the purpose of tracking & meeting the targets for the year as per plan. Verifying the figures for the incentive calculations & the exceptions report, collating and reviewing the discrepancies received from the teams for incentives and coordinating with BIU and payout team for the corrections and payout to staff
- Maintain daily reports on Proactive outbound calls by RO's & business update to all stakeholders. Daily interactions count for RMs, CMs & Wealth councilors, Leads update report, Deferral report, Team Commitment report, Welcome call activity report, Compliance project report, NPS report and other monthly, quarterly reports for the team
- Design & develop financial and statics reports requested by internal users to facilitate their work. Ensure data integrity in all reporting's. To support the Service Head as required on business, administrative and HR issues. Coordinating for seminars, conference calls and meetings for sales & service team, Design & prepare new reports, analyze trends and provide information to management to facilitate strategic decision-making
- Coordinate with product team & other departments to arrange programs/ events/ training sessions for newcomers & for the existence Excellency staffs. Ensure smooth transitioning of exited RMs & ROs, documented handovers, and maintain the exit checklists for staff



Abu Dhabi Commercial Bank

Dubai & Abu Dhabi



Senior Sales & Product Coordinator July 2007 - December 2013

- Preparing & maintaining daily reports on card acquisition and providing to all stakeholders regularly. Preparing product note & process note for growth of business & arranging training across the channels for product & policy
- Maintaining staff records such as medical reimbursement, immigrations, leave status, transfer details, employee contracts, induction etc. And monthly payments. Organizing training programs and developing multi skills as per defined standards.
- Preparing and calculating payroll deductions and adjustments, reconciling insurance and benefit accounts. Reconciling & verifying Team's Incentive extracted from system by BIU & providing the same to HR for final draft for pay out on monthly basis



Personal Details



L3440653



DOB : 23/10/1977

Sex : Male

Status : Married

License : UAE Driving

Achievements

- Achieved Service Excellence Award (TAMAYUZ) in 2016

Events & Projects

- Actively Managed Events Organized by bank for Clients at YAS Water Worlds, Ferrari World & Warner Brothers.
- Successfully Managed Compromised cards projects & Compliance projects for the bank.



National Health Insurance Co. (Daman)
Sales Assistant Mar 2007 - May 2007

Abu Dhabi

- Efficiently researched and prepared MIS records for Policies & Quotations.
- Actively built strong relationship with brokers and different department of company for solving the issues.



Paramount Health Service Pvt. Ltd.
Executive Apr 2003 - Feb 2007

India Mumbai



- Extensively coordinated, developed and nurtured data processing and M.I.S Reports periodically and maintained healthy relations with insurance companies and brokers.
- Stellar in developing downloading data & updating database
- Distinction of formatting data as per system requirement and uploading the same.



J. C. Gandhi & Company
Accounts Assistant May 2002 - Oct 2002

India Mumbai



- Restructured the official documents relating to Accounts & Investments.



Sterlite Foundation
Faculty & Centre In-Charge Sep 2000 - Apr 2002

India Mumbai



- Essayed a key role in developing Monthly Reports of Income & Expenditure & Student's Progress
- Executed various Seminars for STUDENT'S PROGRESS & GROWTH
- Involved in managing and maintaining Centres strength & accomplished promotional activities
- Conducting lectures for students for various computer courses from computer basics to advance.