

Archana Gupta

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Linkedin Url:

Digital Profile Url: <https://cifa.ac/cifa-resume/13572375-839e-4b4f-a956-005bf181c5dc>

Ambitious and detail-oriented professional with a strong foundation in finance, administration, and client communications. Proven expertise in financial administration, compliance management, and project execution. Demonstrated ability to innovate, solve complex problems, and drive impactful results. Adept at learning new technologies and thriving in diverse team environments.

EDUCATION

Heriot-Watt University -- Finance (11/09/2023 - 10/09/2024)

MSc International Banking And Finance

09/2023 –

09/2024

Heriot-Watt University,
Edinburgh

Ravenshaw University -- Finance (08/08/2017 - 30/04/2020)

Bachelor of Business Administration (Finance) 08/2017 - 04/2020 Ravenshaw University, India GPA-7.5, Distinction

WORK EXPERIENCE

11/05/2021 - 07/07/2023

Associate [The Federal Bank Ltd]

Credit Analysis: Conducted in-depth credit analysis to assess the creditworthiness of loan applicants, including individuals and businesses

Financial Statement Analysis: Reviewed financial statements, tax returns, and other relevant documents to determine the applicant's financial health and repayment capacity

Due Diligence: Conducted due diligence on loan applicants, verifying the accuracy of information provided and assessing collateral if applicable.

01/06/2024 - 12/07/2024

Senior Team Member [Greggs]

- Led team operations, ensuring effective customer service and compliance with operational standards.
- Managed financial transactions, inventory control, and compliance processes, reinforcing administrative and financial accuracy

CERTIFICATES

12/03/2024 - 12/03/2024

Bloomberg Market Concept

Bloomberg Market Concepts (BMC) is a self-paced, e-learning course that **provides an interactive introduction to the financial markets using the power of the Terminal.**

12/07/2024 - 12/07/2024

Investment advisor certification

This comprehensive course offers aspiring investment professionals a solid foundation in key areas essential for success in the financial services industry. Through a structured curriculum, participants will gain in-depth knowledge and practical insights into various facets of investment advising, enabling them to navigate the complex landscape of financial markets with confidence and proficiency. The IAC programme is divided into three units, each offering a comprehensive exploration of essential financial concepts.

SKILLS

Hard Skills:

Soft Skills: