|  |  |
| --- | --- |
| Skills   * Domain : Banking, NBFC, Retail, Printing & Packaging, Hospitals, Manufacturing * Stakeholders Relations Management * Concept Development / Strategic Planning * Customer Need Assessment * MIS / Documentation Management * Reports Planning & Management * Application Support, IT Management * Spreadsheet Development / Automation Scripting * Customer Services / Staff Leadership & Direction * Program Leadership / SLA Managements * Change Management * CRM, ERP, MIS, Websites, Infrastructure | * Well-versed in building positive relationships with customers and other stakeholders. Strong requirements gathering, scope development and inventory coordination abilities for MIS. Skilled at overseeing complex, high-value technical projects with excellent planning competencies. * Well-versed into strategies & management for IT, Business information & Implementations. * Gone through major Projects in MIS, Business Continuity Plan / Disaster Recovery Planning & Management, Information Management, Policies Planning, Budgeting, Startups. * Efficient in English & Hindi Languages. |

**Affiliations**

|  |  |  |
| --- | --- | --- |
| 1. | Certified Software Engineering by APTECH | * Higher Diploma in Software Engineering [HDSE] from APTECH Computer Education. * Two years on-site training & projects |
| 2. | Certified Business Analyst by EduPristine Inc. | * EduPristine was founded by industry professionals from MNCs like Standard Chartered, Goldman Sachs, S & P and Accenture, a Premier Training Provider around the world. |

**Work History**

|  |  |
| --- | --- |
| 1. | Systems Manager  **DURGA BEARINGS PVT LTD., Delhi**  Dates Employed Oct 2006 – Aug 2007   * First Firm to Implement SAP in bearing industries. Provided remote troubleshooting and support for users. Administered system controls, databases and networks. Kept computer systems operating at optimal performance levels. Responded to incidents quickly, troubleshot problems and corrected faults. Analyzed network security and current infrastructure to assess areas in need of improvement and develop solutions. |
| 2. | Manager – IT  **Shroff Eye Hospital, Mumbai / via SIEMENS Bangalore**  Dates Employed Aug 2007 – Jan 2008   * Implementation of Hospital Information Management System [HIMS]. Ensured implementation is tailored to client needs by focusing solutions on industry-specific workflow, client base and protocols as per Hospital Management Information System provided by Seimens, Bangalore. Aided senior leadership in authoring data capturing reports to identify issues and determine solutions. Carried out in-depth needs assessments to determine document management requirements at department and individual user levels. |
| 3. | Assistant Manager – IT  **State Bank of India Group Company - SBI Global Factors Limited, Mumbai**  Dates Employed Feb 2008 – May 2010   * Merger process of Global Trade Finance Limited with SBI Factors Limited, Mumbai, India. Managed 20+ branches across the nation for IT. Explained technical information in clear terms to non-technical individuals to promote better understanding. Assessed system hardware and software and suggested modifications to reduce lag time and improve overall speed. |
| 4. | Senior Manager – Manager [Business Analyst]  **Industrial Finance Corporation of India Group Company - IFCI Factors Limited, Delhi**  Dates Employed Aug 2010 – Apr 2015   * Implementation of Oracle CRM. * Streamlined MIS / data flow in-between departments like Marketing, Operation, Accounts. Interfaced with cross-functional team of several departmental end users to determine comprehensive list of requirement specifications for new applications. |
| 5. | Director of Information Technology  **CFA Business Group [CFA Fincorp Limited-UK, CFA Star Enterprises Pvt Ltd-India]**  Dates Employed Apr 2015 – **TILL NOW**   * Supporting & assisting several tech startups along with ongoing projects with some of the international group partners located in US & UAE. Closely collaborated with project members to identify and quickly address MIS related problems. Gathered requirements, defined scopes, allocated resources and established schedules meeting or exceeding project demands. |

**Education**

|  |  |  |
| --- | --- | --- |
| **1.** | **B.Com with Computer Science** | **CCS University** |
| **2.** | **MBA - Information Technology** | **KSBM** |

**Achievements**

|  |  |  |
| --- | --- | --- |
| **1.** | **Surbhi Shop Business Marketplace [https://surbhishop.com]** | **Founder, Connecting manufacturers with retailers directly** |
| **2.** | **Indian Social Hub [https://indiamarthub.com]** | **Co-Founder, Social Networking for Indians, worldwide with online conferencing system.** |
| **3.** | **FaceOrkut [https://www.faceorkut.com]** | **Co-Founder, Social Networking For World, similar to Facebook.** |

With Regards

Rajesh Meena