

# Chirag Bhatia

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Dear Recruitment Manager,

I am writing to you seeking a suitable work opportunity at your Institution.

Over the last decade, I started out & continued to work in a Business & Corporate set-up and then moved into the Charity/Non-Profit & Education space. All along, I have also had a vibrant parallel track of my spiritual pursuits going on, which has been the guiding force behind the decisions in my professional life & otherwise.

Data Analysis & Reporting, MIS Preparation & Reporting and Business & Operations Analysis have been my long-standing forte. All through out, the most delightful duty has always been of diving deep into the piles of data of any kind, analyzing it in every conceivable way and transforming the same into meaningful, crisp, clean & actionable form thereby rendering it useful for critical decision making.

Other than my core competence as mentioned above, I have been an astute generalist with a high degree of adaptability, and wide range of other resourceful abilities & soft skills, and given my experience, I believe I can do justice to any suitable managerial, operational, executive or administrative position which will be understood, once you go through the details below.

Kind and humble request to you to review my profile as below and I would be grateful if you could consider me for any suitable position presently open or for any that may arise in due course. Thank you for your time & consideration.

Sincerely,  
Chirag

## 🌀 Skill Overview

Key Skills & Domain Experience	Soft Skills	IT Skills
1.a Data Management & Data Analytics	<ul style="list-style-type: none"><li>Proactive &amp; self-driven approach with a drive to innovate</li></ul>	<ul style="list-style-type: none"><li>Advanced proficiency in Excel &amp; experience in VBA &amp; Macros</li></ul>
1.b MIS Preparation, Analysis & Reporting	<ul style="list-style-type: none"><li>Enjoy troubleshooting &amp; meticulously well-organized</li></ul>	<ul style="list-style-type: none"><li>Proficiency in PowerPoint &amp; such other online Presentation Tools</li></ul>
1.c Business & Operations Analysis	<ul style="list-style-type: none"><li>Strong &amp; clear verbal and written communication skills</li></ul>	<ul style="list-style-type: none"><li>Proficient with ERP Systems with an ability to adapt to any platform</li></ul>
2. Accounting, Financial Reporting, Costing & Budgeting	<ul style="list-style-type: none"><li>Methodical approach to work with a keen eye for detailing</li></ul>	<ul style="list-style-type: none"><li>Experience with Management Reporting, Data Visualization, Dashboard &amp; BI Tools</li></ul>
3.a Operations Management	<ul style="list-style-type: none"><li>High degree of adaptability</li></ul>	<ul style="list-style-type: none"><li>Audio &amp; Video Editing and Post Production</li></ul>
3.b General Administration & Facility Management	<ul style="list-style-type: none"><li>Strong interpersonal &amp; collaborative skills</li></ul>	<ul style="list-style-type: none"><li>YouTube Channel Management</li></ul>
3.c Program Co-ordination & Event Scheduling, Planning & Management		<ul style="list-style-type: none"><li>Designing promotional posters, brochures, infographics etc</li></ul>
4.a Design & Documentation of SOPs, Workflows & Controls		
4.b Continuous Process Streamlining & Optimization		

## 🎓 Education

Course	Institution	Level	Timeline	Percentage	Remarks
Chartered Accountancy	ICAI	IPCE	2011	64.6 %	<ul style="list-style-type: none"><li>Named to the Dean's List in First Year Junior College and First &amp; Second Year of B.Com</li><li>Received College Scholarship for Second year of B.com</li></ul>
		CPT	2009	80.0 %	
Graduation - B.Com	Mumbai University - HR College	3 <sup>rd</sup> Year	2012	76.9 %	<ul style="list-style-type: none"><li>Held multiple leadership positions in school &amp; participated in various inter-school and inter-collegiate events</li><li>Received certificates in sports, debates and project making in school and for film making in college</li></ul>
		2 <sup>nd</sup> Year	2011	81.3 %	
		1 <sup>st</sup> Year	2010	79.1 %	
Higher Secondary	Mumbai University - HR College	12 <sup>th</sup>	2009	86.7 %	
		11 <sup>th</sup>	2008	85.4 %	
ICSE Boards	The Scholar High School	10 <sup>th</sup>	2007	92.6 %	

## Professional Experience

Timeline	Organisation & Profile	Brief	KRA Description
Jan 20 to Jan 22	<ul style="list-style-type: none"> <li>• Tamarind Tree NGO</li> <li>~ Manager &amp;</li> <li>~ Teacher-Facilitator</li> </ul>	Management & Operations	1) Conceptualizing & preparing various charts, graphs, statistics & infographics for Pitch Decks to be submitted to Corporates for CSR Grants 2) Volunteer Management - Screening, guiding as well as monitoring Volunteers who opt to teach under the School's Online Volunteering Program 3) Set-up & maintenance of various Processes & designing Internal Controls, Control Documents & SOPs 4) Controlling & managing the YouTube Channel. Also handled certain aspects of our LMS Management 5) Preparing course flyers, posters & audio-video promotional material for social media circulation
		Teaching & Facilitation	1) Teaching Mathematics to students from grades 4-7 in groups, as well as one to one facilitation 2) Creating Concept Videos explaining Math Concepts. Handled all aspects, from the instructional design to recording and editing to final post production 3) Preparing Digital Learning Material like H5Ps, Assignments as well as Tests on Moodle based LMS
Nov 17 to Dec 19	<ul style="list-style-type: none"> <li>• BDO India</li> <li>~ Senior Executive</li> <li>~ FP&amp;A (Financial Planning &amp; Analysis)</li> </ul>	Financial Statements	Preparing monthly Service Line & Location wise Projected & Actual P&L, Balance Sheet and Cash Flow Statement along with brief explanations on the movements of line items
		MIS	1) Preparing & circulating diverse Financial, Operational & HR Charts that highlight & track key metrics 2) Preparing monthly Payroll Tracker & from therein, crafting a multitude of related analytical reports
		Budgets	Supporting in Overhead Budget formulation, allocation and subsequent monitoring. Reporting on Revenue and Cost Trends, analyzing Variances between Actuals & Budgets and investigating anomalies
		Data Analysis & Report Generation	On ERP Data Sets: 1) Performing in-depth analysis of raw data & identify relationships and patterns between data elements 2) Generating fresh insights in the form of visually appealing and structurally concise reports
		Actionable Business Insights	Proactively conceptualizing, designing & preparing various: 1) Tailor-made & Ad-hoc Reports & Reconciliations 2) Dashboards & Summary Tables 3) Comparatives 4) Graphs and 5) Ratios, which helps Leadership in developing a wider & deeper perspective which eventually aids in critical decision making
		Automation	Automation of report preparation by the thoughtful use of advanced Excel functions & VBA Macros
Feb 17 to Nov 17	<ul style="list-style-type: none"> <li>• BDO India</li> <li>~ Senior Assistant</li> <li>~ Audit</li> </ul>	Client Exposure	Engaged in performing Statutory Audit of MNCs providing global money remittance services, communication infrastructure & networking services & IT solutions to the Air Transport community
		Coverage of Areas & Processes	Audited critical areas like Revenue, Expenses, Fixed Assets and Trade Receivables and prepared various types of summaries & reports. Got the opportunity to understand the Client's Purchase to Pay, Invoice to Cash, Acquire to Retire and Project Accounting processes
		Taking the lead	Proactively assumed & fulfilled additional managerial responsibilities of preparing & floating comprehensive PBC lists and engaging in frequent & timely communication with Client to discuss current Audit status and to plan future timeline & progress
Nov 14 to Dec 16	<ul style="list-style-type: none"> <li>• BHB Interiors</li> <li>~ Self-Exploration</li> </ul>	Interior Design, Study, Travel	Post articleship, I was lending support to my father in his Interior Architecture & Design Project, handling the budgeting, expense control & logistics functions. I later spent time reading spiritual material & travelled to discover a little bit of India & myself. This period facilitated a development of new attitudes, behaviors and valuable life skills post which I joined BDO India
Aug 11 to Sep 14	<ul style="list-style-type: none"> <li>• CA Deepen Kapadia</li> <li>~ Article Assistant</li> </ul>	Audit, Accounting, Compliance, Controls	Performed various types of Audits, was responsible for book-keeping & preparation of financial statements, e-filing of tax returns & annual returns with ROC. Was assigned Scrutiny Assessment responsibilities and helmed the establishing of a system for cataloguing of client data & client filings and also facilitated the streamlining of major in house work procedures and processes

## Spiritual Pursuits

Study Courses	<ul style="list-style-type: none"> <li>• Introduction to Buddhism with Glen Svannson @ Tushita Centre in 2012</li> <li>• Tenets Course with Geshe Kelsang Wangmo @ Tushita Centre in 2014</li> <li>• Have been regularly attending Online Sessions related to Dharma Teachings of various Traditions</li> </ul>
Meditation Courses	<ul style="list-style-type: none"> <li>• Vipassana Retreats under the Goenka Tradition in 2014, 2018 &amp; 2019</li> <li>• Guided Retreat of 2 Weeks @ Dhammarama Centre in April 2022</li> <li>• Personal Retreat of 2 Weeks @ in a village in Uttarakhand in June 2022</li> </ul>
	<ul style="list-style-type: none"> <li>• Advanced Sadhana Bhatti at the SRM Dharampur Center in Feb 2023</li> <li>• Day-retreats across various Spiritual Centers in &amp; around London, UK in 2022</li> <li>• Self-Study &amp; Retreat at the Amaravati Monastery, Aruna Ratanagiri Monastery &amp; the Forest Hermitage Monastery, UK in 2022</li> </ul>
Volunteering	1. Volunteering with the Dhammarama Centre in Delhi from April 2022 onwards. Areas worked upon as below: <ul style="list-style-type: none"> <li>a. Operations               <ul style="list-style-type: none"> <li>• Video Editing &amp; Post Production, YouTube Channel Management, making Posters &amp; Infographics, revamping the Audio Video set-up for easy of use, setting up of signs &amp; labels across the Centre</li> <li>• Design &amp; documentation of various SOPs for the smooth functioning of the Centre &amp; its Programs</li> </ul> </li> <li>b. Upāsaka               <ul style="list-style-type: none"> <li>• Played the role of an attendant &amp; steward to the Venerable Monk residing at the Centre for a month</li> <li>• Upāsaka to the abbots of Wat Pah Nanachat &amp; Wat Pah Ampawan monasteries during their India visit in May 22</li> </ul> </li> </ul>
	2. Volunteered @ the Ramakrishna Mission Ashram at Sakwar, Mumbai in their Rural Development & Welfare work - 2016
	3. Volunteered @ the Robin Hood Army for food donation & slum children education - 2017
	Self-Study & Practice