

# Manish Joshi

☎ 7088336662 — ✉ manishjoshi31199@gmail.com — 🔗 linkedin.com/in/manishjoshimj  
📍 Haldwani, Uttarakhand, India

## EDUCATION

<b>M.B.A. – Finance &amp; Business Analytics</b> Graphic Era Hill University, Bhimtal, Uttarakhand <b>CGPA:</b> 8/10	Aug 2023 – Jun 2025
<b>Master of Commerce</b> M.B.G.P.G. College, Nainital, Uttarakhand <b>CGPA:</b> 7.29/10	Aug 2020 – Aug 2022
<b>Bachelor of Commerce</b> M.B.G.P.G. College, Nainital, Uttarakhand <b>CGPA:</b> 6.46/10	Aug 2017 – Aug 2020

## PROFESSIONAL EXPERIENCE

<b>Green Publication Private Limited</b> <i>Customer Relationship Executive</i>	Gurugram, Haryana Mar 2025 – Present
<ul style="list-style-type: none"><li>• Recognized as <b>Best Employee of the Month (October and August 2025)</b> for outstanding client service and performance excellence.</li><li>• Utilized Zoho software to create GST invoices and process client approvals, ensuring accuracy and compliance.</li><li>• Maintained comprehensive client records and tracked company revenue using Excel for accurate reporting and analysis.</li><li>• Engaged with over 500 clients, addressing queries from initial pitch to successful conversion, driving consistent revenue growth.</li><li>• Conducted galley proof reviews of articles, ensuring alignment with authors' requirements before publication.</li><li>• Leveraged Foxit software to streamline document handling and client communication.</li><li>• Resolved customer concerns promptly, ensuring high satisfaction levels and maintaining strong client relationships.</li><li>• Managed end-to-end workflow to optimize efficiency and service delivery.</li></ul>	
<b>Bajaj Allianz Life Insurance</b> <i>Financial Trading Intern</i>	Haldwani, Uttarakhand Jul 2024 – Sep 2024
<ul style="list-style-type: none"><li>• Executed 250+ hours of intraday trading focused on the power sector, leveraging advanced technical indicators to identify profitable trading opportunities.</li><li>• Achieved a 65–75% accuracy rate in predicting profitable intraday trades across 200+ transactions within a two-month period.</li><li>• Conducted detailed assessments using seven technical indicators, including MACD, RSI, Bollinger Bands, Supertrend, Awesome Oscillator, and VWAP.</li><li>• Performed comprehensive back-testing of technical indicators using the Streak platform, optimizing strategies under specific market conditions.</li><li>• Enhanced equity research skills through analysis of the Indian power sector, focusing on market trends and renewable energy investments.</li><li>• Improved trade success rates by identifying strategic entry points through daily technical assessments.</li><li>• Strengthened analytical and decision-making abilities in evaluating risk factors and interpreting financial market dynamics.</li></ul>	

## SKILLS

- **Data Analytics:** SQL, R Language, Advanced Excel (including macros development), Tableau.
- **KYC/Compliance:** KYC/CDD reviews, document verification, policy interpretation, control & exception reporting.

- **Business Intelligence:** Tableau dashboards, Power BI integration, ETL processes.
- **Market Research:** Market trend forecasting, competitive analysis, intraday stock performance evaluation.
- **Technical Tools:** Streak platform for indicator back-testing, financial analysis tools.

## AWARDS & ACHIEVEMENTS

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- First Place among 15 teams in Research Poster Competition at the International Conference on Management Science and Technology.
- Coordinated a 2-day Management Fest at Graphic Era Hill University (Feb 2024) for 50+ participants.
- Delivered an extempore speech to 100+ attendees on Sardar Vallabhbhai Patel's birthday (Oct 2023).
- Managed class events, including farewell and freshers' party, with a budget of 1,40,000.
- As Class Coordinator, liaised between professors and 140 students during seminars/events.
- Led a team of four to design and present a research poster using advanced data visualization.

## CERTIFICATES

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### Data Analysis & Financial Analysis:

- IBM Excel Basics for Data Analysis (Coursera, Sep 2024)
- Using Data in Financial Analysis (LinkedIn Learning, Sep 2024)
- SQL for Finance Professionals (LinkedIn Learning, Sep 2024)
- Finance Foundations (LinkedIn Learning, Sep 2024)
- SEBI's Investor Certificate – Score 50/50 (NISM, Dec 2024)

### Business & Market Analysis:

- Business Analysis Foundations (LinkedIn Learning, Sep 2024)
- Introduction to Artificial Intelligence (LinkedIn Learning, Sep 2024)
- NISM Financial Literacy for Youth (Axis Bank, Aug 2023)

### Data Visualization & Presenting:

- Tableau Essential Training (LinkedIn Learning, Sep 2024)

### Technical & Computer Applications:

- 1-year Diploma in Computer Application & Programming (Jan 2018)
- 3-month Certification in Tally Accounting (Apr 2018)