

Manish Joshi

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Haldwani, Uttarakhand, India

EDUCATION

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

PROFESSIONAL EXPERIENCE

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

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

- 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

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)