



SARTHAK VERMA

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Date of Birth: 6th June, 1995

ACADEMIC QUALIFICATIONS

Degree	College/School	Board/University	Year of passing	% or CGPA of Marks
PGPM	IBS Gurgaon	ICFAI Business School, Gurgaon	2019	5.91
BA Economics (H)	Swami Shraddhanand college	Delhi University (DU)	2016	50.6%
XII	St. Froebel Sr. Sec. School	CBSE	2013	81%
X	Vishal Bharti Public School	CBSE	2011	54%

SUMMER INTERNSHIP

PGPM-IBS Gurgaon (13thFeb – 25thMay'2018)

- **Organization:** Stock Gurukul
- **Project Title:** “Performance Analysis & Forecasting Trends Of Bank Stocks using Fundamental & Technical Analysis”
- **Job Role/Responsibilities:**
 - Analyzing the banking stocks listed on the Nifty index
 - Applying fundamental and technical analysis tools
 - Forecasting the future trends of the listed stock by studying the historical pattern followed by the stock.

WORK EXPERIENCE

- **Organization:** Cvent India Pvt Ltd.
- **Duration :** 1st May 2019 – Present
- **Job Role/Responsibilities :** Market Research Associate
 - Managing Enterprise leads and clients
 - Uploading weekly, Monthly stats on tableau and sharing stats with senior management and working on the upcoming marketing strategies
 - Creating database for TPP (Third Party Planner) and uploading data on Salesforce
 - Uploading calling Tasks for Sales Rep and Email nurturing Campaign
 - Setting up marketo Form for the prospects and researching upon the missing information provided by the prospects
 - Mapping Parent Child hierarchy on sales force and managing master data in the territory sheet
 - Working along with campaign management team and providing data req
 - Working through the databases like Bloomberg, zoom-Info, DNB Hoovers, Loosha, Linked-in (Sales Navigator), Guide Star to get the Persona Details in researched accounts.
 - Work along with the partnership team regarding the enhancements on the Partner Portal contents on Cvent Website
 - Working on the Product Seminar presentations with the Sales Rep regarding the services provided by Cvent.

- **Organization:** Gemini Solutions
- **Project:** Pacific Investment Management Company (PIMCO)
- **Duration:** 18th November, 2018 – 21st March, 2019
- **Job Role/Responsibilities:** PMO-Project Management Office
 - PMO for Prod-ops
 - Managing incident management and problem management
 - Working on various incident reporting tools (Service Now, Jira)
 - Sound knowledge of alert and monitoring tools (Solar-winds, Pager-duty, App-dynamics)
 - Manage Night Cycle (calculate Risk Numbers of security traded for PIMCO)
 - Conducting Root Cause meetings and Closure meeting
 - Interacting with client for their requirement and delivering the same to Development team.

- **Organization:** Infosys BPO Ltd.
- **Project :** Ameriprise Financial Services
- **Duration:** 1st Aug 2016 – 17th Feb 2017 (7 Months)
- **Job Role/Responsibilities:** Process Executive / Cost Clearing Department in the international process
 - Tracking client account activity on Thomson reuters
 - Reconciliation of clients' accounts.
 - Allocating the funds according to the investment strategy made by the investor.
 - Keeping track of the activity or the trade done by the client in its account

ACHIEVEMENTS

- Best productivity award for the 4th quarter of 2016 at Infosys Ltd.
- Cleared my training in one shot and bagged the second position at Infosys training center (Mysore)
- Certification of Advance Excel from IBS Gurgaon.

CO-CURRICULAR ACTIVITIES

- General Secretary of college Economics Society (DU) (2013-2016)
- Joint coordinator (Funds coordinator) of the college fest organization team and successfully organized college fest OCULUS (2017) in my college swami shraddhanand (DU)
- Worked as a supervisor for Phase Experience and been a part of their project - Indian Premier League(2018)
- Secured 2nd position in drama competition (Rangmanch-2017) at IBS Gurgaon.

INTERESTS

- Basketball
- Cricket
- Travelling