

Ved Vaidya

• Block 3, St. 3, Apt 5, Mumbai • (+91) 98210 12345 • ved.vaidya@email.com

CORE COMPETENCIES

- Bilingual (Hindi, English)
- Financial Reporting
- Analytical Forecasting
- MS Office Expert
- Account Planning
- Market Research

EDUCATION

- **Bsc Business and Management studies**, First Class Honors, University of Salford, UK, 2009-2013

KEY ACHIEVEMENTS

- **Creator of “Business Abo”**, a non-profit consulting concept, to enhance efficiency and promote better business practices among micro and new businesses in India, 2012
- **Salford Indian Society**, Founder and Chairman, University of Salford, 2012

- PROFESSIONAL EXPERIENCE -

eModeration, Internet

Nov.2010 – present

Multilingual Moderator and Community Manager

- Moderate live user-generated content on a limited time frame basis with 100% accuracy
- Increase business and company revenue through effective project management and referrals
- Implement personalized guidelines per project adhering to strict commitments and procedures

Deloitte, India

Nov.2013 - May.2014

Risk Consultant

- Mastered an understanding of the overall internal audit process
- Prepared Marketing, Business Development, Manufacturing, Quality Assurance, Cash Cycle internal audit reports, independently, reviewed by the clients and presented to top management
- Consulted for clients such as United Nations Development Programme, Red Bus Company, ABC Plastics Company and Alpine Foundation for the Advancement of Science

RSM Al-Bazie, Kuwait

Jun.2013 – Nov.2013

Commercial Loan Auditor – *Temporary Contract*

- Managed reports of current and recently closed consumer and installment loans, ensuring that the information is accurate and in compliance with the Central Bank of Kuwait regulations

- Monitored and researched payment processing for borrower payments, disbursements, fees, payoffs and interest rates for loans
- Member of the most productive team with an average completion rate of 120 loans audited per day

Protiviti, India

Aug.2012 - Sept.2012

Internal Audit Intern

- Developed a highly praised circular report abiding by the guidelines set by the India Capital Markets Authority
- Excelled in auditing Real Estate and Anti Money laundering departments and rewarded with a lead auditor role of a Human Resources department
- Enhanced business skills such as public speaking and presenting and personal skills such as time management and organization through training and on-the-job experience

Salam International Hospital, India

Jun.2007 - Sept.2007

Medical Records Clerk

- Handled more than 200 requests per day and organized employee files
- Assisted in creating a new automated system of keeping track of medical records
- Maintained records and organized files and was quickly promoted due to my efficiency in this position

INTERESTS AND HOBBIES

- Conversational level in French and working towards improving fluency to a near native level.
- Learnt to play Squash at University and I've been playing regularly ever since.
- Louis Theroux and David Attenborough documentaries.
- Travelled extensively and have visited places which include Turkey, Saudi Arabia, Canada, England, Wales, Egypt, Kuwait, USA and France.