






# Jyothi Nair

## CONTACT

-  Dubai, UAE 50379
-  +971588933463
-  [nairjyothi1234@gmail.com](mailto:nairjyothi1234@gmail.com)

## SKILLS

### PROFESSIONAL

- Programming Languages:** R programming, MySQL, PostgreSQL, XML, Python, Java, C, JSON .Net, C++, HTML, CSS
- Tools:** R studio, Oracle Fusion, Zoho, Fresh-works, Fresh-desk, ORAPPS, Celonis, Helios, ARAMIS, DEER, MR++, MIS tools, Tableau, Power BI, Spyder, Jupyter Notebook, Anaconda, Visio, SAMS and other Microsoft tools and data visualization tools.

### PERSONAL

- Competitive
- Problem Solving
- Positive Approach
- Quick Learner
- Business Communication
- Client Relationship Management
- Leadership and team work

## LANGUAGES

### English

Fluent  
Hindi

Fluent  
Malayalam

Native  
Marathi

Fluent

## PROFESSIONAL SUMMARY

Possess 6 years of diverse work experience spanning in IT and Banking Sector in domains such as Internal Data Analytics Audit, Market Capitalization, B2B communication, Software Engineering, handling products such as Financial Instruments and live Software. Motivated and skilled in Techno - Functional Roles. Knowledgeable and resourceful. Committed and hardworking with excellent interpersonal skills for Client Relationships and Business Development.

## WORK HISTORY

**Business Development Manager** 11/2023 - Present  
**Freelancing - Cash Rich Ltd — Dubai, UAE**

- Resolved tickets related to investments plans / Activation issues / Quick Pay activation / KYC status / NAV historical information etc.
- Providing Automation Logic Projects to Development team in order to reduce Manual dependency.
- Preparing Business Requirement Specifications and Process Documents.
- Customer Relationship Management and Change Management.

**Global Internal Auditor** 04/2023 - 10/2023  
**HSBC Professional Services Limited - Mumbai, India**

- Worked with Market Securities and Services Audit teams on Global Audits for Asia-Pacific Region directly in different phases of Audit covered for 7 regions Globally.
- Worked with Data Analytics teams on Global Audits using technical skills such as coding in Python and extracting data using various tools covering regions such as United Kingdom, Mexico, Sri Lanka, Maldives, United States and Singapore.

**Listing Sales & Operations - Assistant Manager** 07/2021 - 03/2023  
**Bombay Stock Exchange Ltd - Mumbai, India**

- Handled Public Issues such as IPO, OFS, OTB, Rights Issue, etc.
- Worked as Business owner / Technical Consultant for BSE - CRM in BSE Listing Sales and Operations Domain.
- Providing Automation Logic Projects to Development team in order to reduce Manual dependency.
- Preparing Business Requirement Specifications and Process Documents.
- Testing UAT and Live IBBS Environment post development of the proposed changes.
- Interaction and Consultation on the Product with Corporate Clients across India.
- Review on Market Capitalization of the companies and Business activities and updating the Team to maintain in Database.
- Resolving Technical tickets raised by Market Participants and helping on Business Development by coordinating with the CEO, CTO and CIO of BSE and with different Head of Department officials.
- Demonstrating the API Integration in JSON language and working on MIS Reporting.

**Business Development Manager** 05/2020 - 09/2020  
**Cash Rich Ltd - Mumbai, India**

- Areas of Research included are Funds, Current Affairs, Exchange rates, Different Indexes, Volatility of NSE & BSE indexes Etc.
- Resolved tickets related to investments plans / Activation issues / Quick Pay activation / KYC status / NAV historical information etc.

**Senior Software Engineer** 07/2016 - 07/2018  
**iGate - Capgemini Ltd - Mumbai, India**

- Web Tools such as HTML, XML and Modeling Tools Oracle Report Builder, Forms builder
- Hands on experience with Applications such as Oracle Fusion Application, Oracle Taleo, Oracle HCM Cloud Applications, SAP
- Languages used are C / C++ / Java / SQL / PLSQL and Operating system - Windows
- First project - Carlson Wagonlit Travels. The Technology included Oracle HCM and Fusion cloud.
- Second project - Friesland Campina which is a Dutch based company. Technology included SAP Success factors.

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## EDUCATION

**Master of Business Administration:** Financial Technology, 03/2019 - 05/2021  
Bombay Stock Exchange Institute Ltd - Mumbai , India

**Bachelor of Engineering:** Information Technology, 03/2012 - 05/2016  
Pillai's Institute of Information Technology | B.E.I.T - Mumbai, India

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## ACCOMPLISHMENTS

- Supervised and collaborated with teams with high volumes of staff members.
- Identified problems and modified software products and UI/UX Designs
- Developed and Implemented new procedures for BSE listing team.
- Planned and lead the team for live LIC IPO, NHAI bonds and various other live public issues in BSE.
- Have been recognized as best supporting team member by co-workers in HSBC
- Worked on Global projects in Capgemini and HSBC.
- Delivered projects on time and with cost effectiveness.
- Have been awarded for best projects and extra-curricular activities (sports) by organizations.

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## INTERESTS

Social Welfare activities such as blood donation camps, Orphanage visits, Tree plantation, Environment protection, Sports such as Cricket, badminton, Chess, going on Monsoon treks, Reading and researching.

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## CERTIFICATIONS

- Corporate Finance Fundamentals from CFI Institute (2024)
- Fundamentals of Digital Marketing (2024)
- Cyber security certification from Government of India.
- Oracle HCM and SAP Success factor