

Srividya Murugan

Business Analyst | Finance Professional

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CAREER OBJECTIVE

A detail-oriented and motivated professional with 5+ years of experience spanning Finance, Tax Consulting, Business Development, and Accounts Payable. Currently pursuing Business Analyst certification (COEPD) to transition into a core Business Analyst role. Skilled in financial reporting, requirements documentation, stakeholder collaboration, and cross-functional process optimization.

CORE COMPETENCIES

- Business Analysis Planning & Monitoring
- Elicitation & Collaboration
- Requirements Life Cycle Management
- Strategy Analysis
- Requirements Gathering
- Requirements Analysis & Design Definition
- Solution Evaluation

TECHNICAL SKILLS

- Operating Systems: Windows 7 & 10
- Design Tools: MS Visio
- Prototyping: Balsamiq & Axure
- Utility: MS Office Suite
- Languages: UML
- SDLC Models: Waterfall & Agile Scrum
- Agile Tools: Jira
- Database: SQL
- Documentation Tools: MS Office Suite
- BI Tools: Power BI

WORK EXPERIENCE

Ssense, Canada — Accounts Payable Specialist

2023 – 2024

- Processed invoices, reconciled accounts, and supported month-end close.
- Prepared & presented financial reports and variance analyses.
- Streamlined global AP workflows to improve reporting efficiency.
- Collaborated across departments to ensure financial accuracy.

Corrosion Control Systems, Chennai — Business Development Manager

2018 – 2021

- Managed client accounts, vendor communications, and documentation.
- Improved project tracking & reporting for operational efficiency.
- Strengthened stakeholder relationships and resolved client issues.
- Supported financial recordkeeping and business proposals.

Deloitte, India — Tax Consultant

2017 – 2018

- Handled U.S. tax documentation and compliance reporting.
- Conducted client communication and financial reconciliations.
- Supported audits and assisted in data analysis for tax reporting.

EDUCATION

- Diploma in Public Relations – York University, Canada, 2022
- MBA in Finance – SRM University, Chennai, 2017
- BBA – Vels University, Chennai, 2015

CERTIFICATIONS

- Certified Associate in Project Management (CAPM), PMI
- Pursuing Business Analyst Certification, COEPD

SOFT SKILLS

- Strong Communication & Public Speaking
- Stakeholder Management
- Analytical Thinking & Problem Solving
- Team Collaboration & Leadership

INTERESTS

- Writing & Public Speaking
- Storytelling & Creative Projects