

Ritesh Singh

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Gurgaon | DOB: 10th September, 1996

Professional Summary

Dedicated Professional with over 3 years of experience in Transaction Banking and Business Analytics. Proficient in data analysis, process improvement, and reporting automation. Adept at translating complex business requirements into actionable insights using Excel, and Power BI. Skilled in Agile and Waterfall methodologies with a focus on financial and trade compliance systems.

Core Competencies

- Data Analytics & Business Insights
- Excel, Power BI, Tableau
- Agile-Scrum & Waterfall Methodologies
- Stakeholder Management & Requirement Gathering
- Financial & Trade Compliance Knowledge
- MIS & Dashboard Development
- User Training & UAT Coordination

Professional Experience

ICICI Bank Ltd.

Accounts Manager – Transaction Banking Department | May 2022 – Present

- Managed analysis of trade transactions across 60+ corporate clients, contributing ₹2 Cr+ in revenue.
- Automated MIS using Excel & Power BI, improving leadership decision cycles.
- Led onboarding of 55+ users to ICICI's Trade Online platform; conducted end-user training.
- Resolved compliance cases worth ₹45 Cr using systems like EDPMS & IDPMS.
- Reviewed KYC, LC, BG, and packing credit documentation for trade finance compliance.
- Liaised with tech, ops, and compliance for process improvement and automation initiatives.

Education

MBA (Finance) – K J Somaiya Institute of Management, Mumbai | 2022 | CGPA: 8.64

B.E. (Biotechnology) – UIET, Panjab University, Chandigarh | 2018 | 62.70%

Key Projects

1. IGRS 2.0 Enhancement – ICICI Bank

Waterfall Model | Role: Business Analyst

- Created BRD/FRDs for BOE and SWIFT enhancements.
- Designed workflows (MS Visio) and supported testing phases.
- Engaged with compliance and tech teams for smooth roll-out.

2. Trade Online Platform

Agile-Scrum | Role: Product Owner/BA

- Defined user stories and acceptance criteria for LC, remittance modules.
- Built wireframes in Balsamiq and managed sprints via JIRA.
- Acted as liaison between stakeholders and dev/QA teams.

Tools & Tech Stack

- Analytics & Automation: Excel, Power BI, Tableau
- BA & Design Tools: MS Visio, Balsamiq, Axure RP, JIRA
- Project Methodologies: Agile (Scrum), Waterfall

Achievements

- Boosted forex revenue by 15% in FY24 via cross-sell efforts.
- Onboarded 55+ clients to Trade Online portal.
- Resolved ₹45 Cr+ trade compliance cases via process enhancements.

Certifications

- IIBA Certification (Pursuing – COEPD)
- AML & KYC | Exports & Imports – ICICI Bank
- Tableau Designer Certified

Extra Achievements

- CAT 2019: 94.6+ percentile (Top 6%)
- Co-founder – Bhangra Loverz (100K+ subscribers)
- IPS National Conference Winner – Bhangra (2016)
- Blood Donation Volunteer – GMCH, Chandigarh