Saroj Limbu
28 Barmouth Road, Rumney, Cardiff
CF3 3JZ
Mobile-07411007626
Email: limbu_sar@hotmail.com
LinkedIn Profile: **linkedin.com/in/saroj-limbu-3a743a109**

Personal Summary

Detailed-oriented Analyst who has an extremely keen eye for detail. A Logical thinker, creative and hardworking with the ability to organize workload and use initiative. A reliable, trustworthy and conscientious individual who is able to multi-task and handle pressure. Possessing the ability and confidence to contribute to the smooth running of a company and possessing the 'can do' attitude required to be able to get things done. Aim to learn something new from every experience because I believe there is always a room for self-improvement.

Education

MSc Mathematics and Computing for Finance, Swansea University.   **2016 – 2017**

Modules: Programming in Java, Numerics of ODEs and PDEs, Differential Equations, Biomathematics, Topology, Black-Scholes Theory, Fourier Analysis, Ito Calculus and Stochastic Differential Equations.

- Random walks and binomial tree models in financial markets.

BSc Mathematics, Swansea University. [Awarded 2:1]   **2013 - 2016**

Year 3 Modules: Complex Variables, Mathematical Modelling, Stochastic Processes, Financial Mathematics, Higher Algebra, Numerical Analysis.

- Dissertation: Group Representations.

Year 2 Modules: Real Analysis and Metric Spaces, Vector Spaces, Further Methods of Algebra and Calculus, Advanced Geometry, Vector Calculus and Measure Theory, Groups and Rings, Theoretical Probability and Statistics, Numerical Methods with MATLAB.

Year 1 Modules: Key Skills for Mathematicians (Mathematica), Introductory Calculus, Foundations of Algebra, Methods of Algebra and Calculus, Geometry, Introductory Analysis, Introductory Linear Algebra, Elementary Probability and Statistics, Computational Methods with Mathematica.

- Individual Presentation: Injective, Surjective and Bijective.

A Levels

Cardiff and Vale College.   **2011-2013**

Mathematics (B), Computing (C) and Welsh Baccalaureate.

Awards:

- Creative Writing.
- College of Science Postgraduate Scholarship Award.   **2016-2017**

Work Experience:

Analysis Textbook   **(08/2016 – 09/2016) - (09/2017- 10/2017)**

Department of Mathematics, Swansea University.

This placement involved:

- Assisting in the preparation of a new textbook on Analysis due to be published by World Scientific.
- Both proof reading and also checking the accuracy of solutions for the examples and problems included in the book.
- The use of LaTeX.

Employment History:
2018(November) – Present: Working as Global Finance Analyst in Deloitte LLP. My daily tasks includes:

- Supporting specific global clients in tax and immigration with financial management
- Proactively manage and utilise billing and administrative teams on the accounts
- Excessive use of MS Excel to analyse data using Vlookups, Pivot tables, formulaes like COUNTIFs, IFERROR etc.
- Ensure all KPIs on each client account are met and the account is compliant with firms financial management processes
- Managing and collating global fees to deliver a monthly/quarterly fee to the client
- Manage global network fees and understand escalation processes
- Develop an advanced knowledge of the SAP and SWIFT financial management system
- Establish and maintain a strong working relationship with the client's engagement team
- Keeping workflow databases up to date
- Ad-hoc project and task work

Contribution: I have helped to set up a new billing process and it was officially established on May 2019. It was a really challenging project that I have ever done where it helped me enhance not only technical skills i.e. VBA but also interpersonal skills like maintaining good relationships with the Member Firm countries globally, thinking out of the box and looking for new ways to run the process by focusing on automation.

2017(November) – 2018(November): Working as Payroll Administrator/Accounts Payable in Acorn Recruitment Ltd, Somerset House, Hazell Drive, Newport.

I have a key role to play in the Finance team who is responsible for the prompt and accurate payroll of Acorn agency's workers. I also need to complete payments and control expenses by receiving, processing, verifying and reconciling invoices on the accounts payable side.
- Processing weekly payroll for the company's temporary workforce
- Processing tax codes, statutory payments, attachment of earnings etc.
- Processing starts and leavers
- Dealing with pay queries from temporary workers
- Responding to requests for payroll information from various government bodies
- Providing administrative support to the payroll team
- Ensuring full compliance with company procedures and legislative requirements

2013(July) – 2017(November): Worked as an Assistant Manager in Yakitori#1, Mermaid Quay, Cardiff. Provide good customer service and serving customers in fast-paced and challenging modern Japanese cuisine restaurant.
- Made recommendations to customers and took their food and beverage orders
- Pleasantly greeted customers with genuine enthusiasm and smile
- Built instant rapport and provided enthusiastic service to each customer
- Performed cash handling and cash register/till in an accurate manner
- Followed all health, safety and sanitation guidelines
- Maintained a calm presence during periods of high volume.

Key Skills
Numerical and Problem Solving:
- A strong set of numerical and logical skills from solving complex mathematical problems with attention to detail and rigour in data.
Communication:
- Good written and spoken English with an ability to explain information clearly. Experience of delivering presentations to student and lecturers using power point.
- Demonstrated great communication skills in all work experiences and developed customer service

skills throughout my part-time work in various business sectors.

Team working:

- Worked as part of a team under considerable pressure at various fast pace customer service environments. I understand the importance of each team member knowing their own responsibilities in order to achieve the agreed goal.

Time-Management Skills:

- Have a good time-management skills which are needed in order to study while working part time and socializing with friends.

Computer Skills:

- I am a confident user of Microsoft Office Packages. Programming skills in variety of language including Mathematica, LaTEX, Java, Safe Financials, SQL, VBA and MATLAB.
- Currently doing my self-studies on Python.

Willingness to learn:

- I am keen to develop my understanding and acquire new skills through employment. I like the way maths fits together and I am enjoying learning how real life problems can be solved with mathematical models. I have always found any new knowledge or skill interesting.

Other:

- Current Driving License Holder (Cat-B)
- Dedicated member of Nepalese Gurkha Society Cardiff.

Hobbies/Interests:

Sports: Playing as a part of five-a-side football for a local team provides me with the opportunity to keep fit.

References: Available on request.