Kamal Maurya

Associate Team Leader – Document Sourcing & Technology

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Skills

AWS	●●●○○
Python	●●●●○
JavaScript	●●●●○
Excel	●●●●●
SQL	●●●●○
Power BI	●●●●○
HTML	●●●○○

Project Snips / Videos

- Activity Management System
- Conference Call Tracker Dashboard
- Scorecard Email Sender
- Expected Events Checks
- PQR Tool: Productivity Quality and Review
- Expected Event Checks Tool
- Translation Support Extension
- Search & Highlight Extension

Qualification

Degree	Subject	Year	Institute
CA Inter	Cleared	2013	ICAI
BBA	Ac/Fin	2012	SCMS-UG
CA CPT	Cleared	2009	ICAI

Languages

English	●●●●○
Hindi	●●●○○
Marathi	●●○○○

Hobbies

- Singing
- Coding
- Reading
- Ideating
- Talking

Profile

I am a highly enthusiastic and curious professional with strong communication, technical, and team management skills. I am passionate about solving problems through adoption of right technology and effective collaboration to deliver stakeholder value.

In my currrent role as an Associate Team Leader - Document Sourcing and Technology, I am responsible for:

- **Lead and manage** a team of 10+ professionals, focusing on performance, quality, and continuous improvement.
- **Effectively coordinate** team efforts to align outcomes with team and organizational goals.
- Conduct one-on-one **coaching**, resolve process inefficiencies, and drive workflow **reengineering** .
- Reduce effort through **process optimization** and **automation initiatives**.
- **Preparation and presentation** of productivity, efficiency, and quality metrics in Power BI.
- Implementation of individual-level **quality checks** and **escalate critical issues to senior leadership**.
- **Drive transformation through continuous learning and by mentoring team members while promoting knowledge sharing across all levels of the organization.**

Employment

Associate Team Leader – Document Sourcing and Technology   Jan 2025 – Present
Morningstar, Navi Mumbai

Senior Data Research Analyst – Automation   Jan 2024 – Dec 2024
Morningstar, Navi Mumbai

Data Research Analyst – Automation   Sep 2022 – Dec 2023
Morningstar, Navi Mumbai

Data Research Analyst – Collection   Aug 2021 – Aug 2022
Morningstar, Navi Mumbai

Self Employed   Feb 2017 – July 2021
Family Business:Milk Product Manufacturing

CA Articleship   Feb 2014 – Feb 2017
JR Davda & Associates

Projects Undertaken

Activity Management System   PGSQL · HTML · JS · AWS
- Developed Web-based system to track and manage activities, leaves and shrinkages
- Reduced manual tracking time by ~30% thereby saving ~20 FTE hours monthly.

Conference Call Tracker Dashboard   PGSQL · Python · AWS · Power BI
- A dashboard to track and monitor conference calls across teams.
- Reduced manual tracking time and effort by ~50%.
- Help teams identify gaps and improve call scheduling efficiency.

Scorecard Email Sender   Python
- Automated email sender for monthly scorecards.
- Reduced manual effort by ~70% and improved timeliness.
- Help teams leads focus on analysis rather than manual adjustments of data.

Expected Events Checks   JS · SQL · HTML
- JS and SQL based tool to automate expected event checks for datasets.
- Improves quality and saves rework efforts.

PQR Tool: Productivity Quality and Review   JS · PGSQL · HTML · CSS
- JS and SQL based tool to automate expected event checks for datasets.
- Improves quality and saves rework efforts.
- Provides realtime productivity counts

Expected Event Checks Tool   Python · SQL · Excel
- Scraped exchange data for verification.
- Improved quality assurance for collected datasets.

Translation Support Extension   JavaScript · HTML · CSS
- Chrome extension to strike incorrect phrases.
- Saved ~5 FTEs and improved content quality.

Search & Highlight Extension   JavaScript · HTML · CSS
- Dynamic highlighting with auto-scroll and count features.
- Improved efficiency and quality for collection users.

Rewards & Recognition

Individual of the Quarter   Dec 2023
- Recognized for driving automation initiatives that significantly reduced manual effort.
- Demonstrated ownership and consistent delivery beyond role expectations.

Star of the Quarter   Oct 2023
- Awarded for maintaining high quality standards across deliverables.
- Implemented individual-level quality checks to improve overall accuracy.

Spot Award   July 2023
- Recognized for automation efforts and process improvements that enhanced team productivity.

Newbie of the Quarter   Dec 2021
- Recognized for Automating Share holding pattern collection processs that significantly reduced manual effort.