SKILLS

Technical.

- Sustainability
- Environmental Reporting and Compliance
- Environmental, Social & Governance (ESG)
- Climate Risk assessment
- Climate Action
- GHG quantification
- Science-based target initiatives (SBTi)
- Corporate Sustainability
- Quality Assurance

- Decarbonization Strategy
- GHG emissions reduction
- ESG Frameworks
- Green Bonds
- Sustainability-Linked Bonds
- Environmental Auditing
- Root cause analysis
- Life Cycle Assessment (LCA)
- Health and Safety Regulations
- Corporate Sustainability Reporting Directive (CSRD)

- Sustainable Development Goals (SDGs)
- Climate Change
- Task Force on Climate-Related Financial Disclosures (TCFD)
- Canadian Provincial Climate change regulations and policy
- Carbon Disclosure Project (CDP)
- Second Party Opinions (SPOs)
- Effluent/Wastewater Treatment
- Corporate Social Responsibility

Data Skills.

- Microsoft Power BI
- SQL
- Python

- Data Analysis
 Data Management
- Microsoft Office Suite
- Microsoft Excel
- Presentation Skills

Leadership.

- Project Management
- Contract management
- Team Management
- Client Management
- Customer Service
- Relationship Management
- Continuous Improvement

EXPERIENCE

Senior Quality Assurance Associate

Morningstar Sustainalytics

January 2023 - March 2024 (1.3 years)

Part of the Climate team, supported in prepare ESG report, Climate Transition Plan, GHG accounting, risk ratings, climate disclosures, monitor and review the quality of reports and data. Key tasks included:

- Analyzed Sustainability Metrics such as GHG Emission Target Data, Carbon Emission Data, Scope 1, 2 and 3 emissions data.
- Supported in ESG reporting, GHG Accounting, Climate Disclosures, Risk ratings, monitor, and review the quality of reports, data, and framework.
- ESG program design and implementation.
- Provided assistance, support, and communication for design and delivery of new projects and program, reported issues across the organization, including data collection/verification/analyses.
- Managed multiple tasks, project, and manage priorities.
- Database creation, maintain database and perform data quality checks on research using automate scripts and provide detailed feedback to identify solutions.
- Acted as the subject matter expert on data and analytics; collaborated with and provides data and analysis support to Carbon, Metrics and Indicators team.
- Identifed recurring quality issues and engage with quality assurance team to identify data quality issues.
- Data analysis, manipulation and dynamic dashboard creation in Microsoft Power BI and Microsoft Excel; PowerPoint presentation preparation.
- Created solutions using Python and SQL Queries for data mining, automation, and quality control.
- Identified the gaps and trends in data.
- Communicated, created and maintained relations with clients and provided quality customer service with internal/external stakeholders.
- Continuous improvement of reports and upgrade as need be.
- Attention to detail and accuracy.

Key Achievement:

- Prepared interactive Self-review tool in Power BI for Carbon, Metrics, Indicators.
- Prepared Feedback tool using Power Apps.
- Lead the projects for Data Extract, Transform and Load for Carbon quality assurance workstream.
- Lead the project for ADA transformation of Metric Automation Checks and completed project before deadline.
- Was part of the team that developed the Self-review and automated manual data check process by integrating datasets tools using Python, SQL and Power BI resulting in efficiency gains.

Officer - Environment

June 2019 - September 2022 (3.4 years)

BEIL Research and Consultancy Private Limited

BEIL is a Hazardous waste Treatment Storage Disposal Facility (TSDF) which also has Effluent Treatment Plant, Sewage Treatment Plant, Zero liquid discharge plant (ZLD), Plastic processing plant, E-waste processing facility and consultancy; complying with pollution control laws. By working here, I gained very good experience of end-to-end environmental spectrum from various environment industrial processes, inspection, reporting and compliance. Key tasks included:

- Reviewed reports, conducted on-site inspections and analyzed background water quality data and conducted Life cycle assessment (LCA), Root cause analysis, data collection and reporting.
- Lead the annual Environmental audit reporting and water audit reporting in collaboration with NPC (National Productivity Council, India) in compliance with CPCB (Central Pollution Control Board, India)
- Assisted the team in procurement and partnership development by contributing to the drafting of agreements and contracted with partners, vendors, and other stakeholders, thereby ensuring seamless program implementation and effective communication of goals and processes.
- Examined and provided reports to verify adherence to local regulations.
- Provided training, orientation and develop new staff.
- Prepared reports, and other materials for internal and external audiences to support sustainability and climate action-related engagement and communication.
- Communicated and provided support to internal/external stakeholders.
- Prepared written reports, presentations, memoranda, briefs, evidence, data analysis, data interpretation, created and maintained database for environmental audits, sustainability audit and outreach campaigns, workshops, public events to promote climate action initiatives and sustainability.

ACADEMICS

Master of Engineering in Environmental Management Gujarat Technological University (Grade 9.16 out of 10) November 2020 to July 2022

Bachelor of Engineering in Environmental Science & Technology July 2015 to June 2019 Gujarat Technological University (Gold Medalist, Grade 9.31 out of 10)

CERTIFICATIONS

CSRD Fundamentals

CSRD Institute Issued: August 2024

Understanding the recommendations of the Task Force on Climate-related Financial Disclosures (TCFD) Carbon Disclosure Project (CDP) & Climate Disclosure Standards Board (CDSB)

Decarbonization - Pathway to Net Zero, Operational Strategies to Reduce Emissions

BOMA Canada & Government of Canada's Sectoral Workforce Solutions Program

Issued: March 2024

Introduction of LEED Certification

LinkedIn

Issued: March 2024

Advanced Certification in Data Science and Al

CODE IIT Madras Issued: May 2023

Introduction to ESG

Corporate Finance Institute Issued: September 2022

WORK AUTHORIZATION

- No sponsorship required for Canada (PR Holder).
- Valid Ontario G Driver's License