

Ms. Mansi Jadhav

SectorE sudama nagar, Indore

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Career Objective:

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development to help me achieve personal as well as organizational goals.

Professional Qualifications:

Masters of Business Administration (MBA) with dual specialization in Finance and Marketing at Acropolis Faculty of Management and Research, Indore affiliated to Devi Ahilya University, Indore.

Academic Qualifications:

<i>Qualification</i>	<i>School/College</i>	<i>Board/University</i>	<i>Percentage/ CGPA/SGPA</i>
<i>MBA(FT)</i>	<i>Acropolis Faculty of Management and Research, Indore</i>	<i>Devi Ahilya University, Indore</i>	<i>71%</i>
<i>B.Com</i>	<i>RPLMC, Indore</i>	<i>Devi Ahilya University, Indore</i>	<i>68.5%</i>
<i>12th (High School)</i>	<i>Devi Ahilya Shishu Vihar, Indore (M.P.)</i>	<i>M.P. Board</i>	<i>67%</i>
<i>10th(Senior Secondary)</i>	<i>Devi Ahilya Shishu Vihar, Indore (M.P.)</i>	<i>M.P. Board</i>	<i>76%</i>

COMPUTER SKILLS:

- Computerized Accounting: Tally 7.2, 9.0 & Tally ERP 9*

- *Basic of computer (windows 7, Ms Office 2010 & Internet)*
- *Office 365*
- *SAP*
- *Excel (intermediate to advance)*

WORK EXPERIENCE:

Officer- Export Finance at Welspun India Private Limited

Job Responsibilities

- *Processing entries in SAP for documents sent on collection.*
- *SAP documents for realization and lodgment for profit and loss and balance sheets.*
- *Customer's ledger account scrutiny.*
- *Preparing & analyzing reports given by HOD.*
- *Clearing bank RECO items.*
- *Documentation preparation to be sent for bank.*

Data Researcher I at S&P Global Market Intelligence

Job Responsibilities:

- *Reviewing annual fillings, proxies, press releases and other reports for determining relevant industry information.*
- *Tracking and collecting comprehensive information/data in a proprietary database according to in-house guidelines.*
- *Reviewing feedback involving corporate content to help correct errors and establish or refine procedures and processes to improve accuracy.*
- *Troubleshoot problems or issues and provide support to the team.*
- *Coordinate with the internal teams/networking.*

Asst. Manager at Jaro Education

Job Responsibilities:

- *Assisting the team with in the organization with training process*
- *Connecting with the clients.*
- *Giving presentations over products and strategies to improve them.*

Internships and Projects

- *Successfully completed 45 days internship at Bajaj Finserve, Indore in academic year 2015-16.*
- *Part of integration project in S&P Global Market Intelligence.*

- *Part of lean and automation project in S&P Globals Market Intelligence.*

Achievements and Certificates –

- *Certified in MS-excel by Microsoft.*
- *Certified Six-Sigma course.*
- *Conducted work and corporate communication related session.*
- *Conducted many college and corporate level activities for student and employee engagement.*

Additional Skills-

- *Bank Reconciliation Statement/ Supplier vendor reconciliation.*
- *Customer's ledger account scrutiny.*
- *Processing SAP for documents.*
- *Finalization of balance sheet/financial statement.*
- *Cash flow management and cashbook.*

Personal Abilities-

- *Ambitious, Hardworking, Energetic.*
- *Good communication and written skills.*
- *Keen to learn, Confident to shoulder new responsibilities.*
- *Ability to rise to challenging situations and manage changes.*
- *Believe in smart working and perfection.*

Extra-Curricular Activities-

- *Event Organizer for the various college functions.*
- *Participated in cultural and formal events in college.*
- *Co-ordination and Management.*
- *Student head co-ordination of Management Fest 'Enigma 2k16' conducting all the activities i.e. sponsorship, promotions, internal management etc.*
- *Presented events as anchor.*
- *Worked as VJ at city channel.*

Key Point:

- *Good command over English and Hindi.*
- *Digital marketing workshop.*
- *Six Sigma Workshops.*
- *Video Jokey at *btv yuva*.*
- *Intern at Radio station for My FM.*

Personal Profile-

- *Name : Ms. Mansi Jadhav*
- *Date of Birth : September 5, 1994*
- *Languages Known : English and Hindi*
- *Marital Status : Single*
- *Gender : Female*
- *Nationality : Indian*
- *Contact Number : +91-8319682133*

I hope that my aspirations will find a suitable opening to develop a long-term relationship with your organization

Place: INDORE

MANSI JADHAV

Date: