Curriculum Vitae

**NAME:** Akshay Santosh Sakharkar

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Mumbai 401101

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| Birth Date: | 02/11/1993 |
| Residence:  | Mumbai  |
| Nationality:  | Indian  |
| Marital Status:  | Single  |
| Gender:  | Male  |
| Religion | Hindu, Bhandari |
| Language Fluency | English, Marathi & Hindi. |

**Personal Details**

**Overview**

 I have completed PGDM in Finance and Banking with 3 years of experience in Management and Operations.

**Position Overview**

Managing multiple Capability and Delivery Units involving multiple projects related operations such as Account Maintenance, AML Reporting, Platform level Communication Management and Reporting, Resource Management, Bench Management & Staffing, Utilization/ Chargeability Tracking and Reporting, Seat & Asset Management and Financial Management

**Educational Profile**

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| **Particulars** | **Percentage** | **Year** | **Academy** |
| S.S.C  | 77.38% | 2008-2009 | Patuck Tech High School |
| H.S.C | 58% | 2010-2011 | Sathaye College |
| T.Y.B.com- Sem 5 | 60.28% | 2013-2014 | Sathaye College |
| T.Y.B.com- Sem 6 | 59.14% | 2013-2014 | Sathaye College |
| PGDM (HB) | 71.10% | 2017-2019 | Welingker institute of management |

**Work Experience**

**Date: 15th July 2019**

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| **Organization** | Capgemini |
| **Project Name** | SATO SAP AM |
| **Designation** | Analyst |
| **Role** | Project Management |

* **Project Management:**
* Prepare a report with Utilization and chargeability hours for 110+ resources for across
* Roll off validation: keeping a track of the resources whose roll off dates are within RRF
* Regular interaction with the leads to validate the status for resources.
* Handling Demands and supply of the project
* Organize training sessions for the team with SMEs
* Encourage resources to undergo trainings and keep a track
* Coordinating with International Clients and Vendors on a daily basis.
* Preparing presentations and product reports for Clients and Internal projects.
* Understanding timelines and deliverables from Clients and ensure proper product delivery
* **Financial Management**
* Costing/Estimation and Earned value management
* Creating, Maintaining and Tracking of Statement of Work (SOW), Change Order, Work Order
* Financial forecasting, Tracking and reporting estimated Timelines, Schedules and Budgets for all required products and processes to Leads
* Expenses Tracking and Reporting
* Creating Draft Invoices and work with Finance team to get it submitted on time to avoid capital charges
* **SharePoint**
* For uploading Supply dump of resources weekly and Maintaining data
* Providing access to different POC’s and Creating forms on SharePoint
* **Resource Management and Recruitment Front**
* Resource Roll-on / Roll-off Support
* Resource Tracking and Reporting
* Coordinating with recruitment team and Sharing the slots as per a candidate available
* On Boarding / Off Boarding of resources and Logistics support

**Date: 1st November 2017 to 31st March 2019**

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| **Organization** | Self Employed |
| **Project Name** |  |
| **Designation** | Owner |
| **Role** | Cafe |

* **Café Owner/Self-employed at Hashtag Fries, Mum.**
* In 2018 We including my 2 partners rented a place at Vidyavihar and Bandra and turned it into local eatery, after working tirelessly for 2 years, we had a busy catering and delivery division, which required extensive customer service skill, and managing the team of 5 employees we had a steady income in first few months but it wasn’t sufficient between the partners, so we decided to sell our idea for a decent profit.

**Date: 7th September 2015 to 30th September 2017**

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| **Organization** | Yes Bank Ltd |
| **Project Name** | DP Ops |
| **Designation** | Officer |
| **Role** | Project Management |

* **DP Operations**
* Manage all Demat activities and handle all NSDL front ends as well as DP Secure back end activities.
* Demat Account opening process followed with NSDL guideline as well as all KYC document updating in NDML KRA system
* Handle DIS & Pledge instruction like Market, Off Market, Inter depository, Pledge Creation, closure, confirmation, Invocation, Dematerialization of Shares.
* Updating the KRA and handling end to end process for the same.
* **Resource Management and Recruitment Front**
* Resource Roll-on / Roll-off Support
* Resource Tracking and Reporting
* Coordinating with recruitment team and Sharing the slots as per a candidate available
* On Boarding / Off Boarding of resources and Logistics support
* **Management Information System (MIS)**
* Responsible for preparation & maintenance of various MIS reports on daily / weekly & monthly status reports, Billing Report as per management needs.
* Analyze system generated raw data & preparing MIS as per business requirements.
* Good hands on with excel tools like V-Look up, H-Look up, Pivot Chart & Graphs.

**Date: 29th October 2014 to 29th July 2015**

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| **Organization** | Jet Airways Ltd |
| **Project Name** |  |
| **Designation** | Customer Service Assistant |
| **Role** | Ramp Agent |

* **Custome Service Assistant/ Ramp Agent at Jet Airways Ind ltd**
* Inculcates work dealing with ramp activities.
* Responsible for safely guiding the Aircrafts into the bay and push them back Again.
* Includes loading and offloading of baggage and cargo.
* Also Inculcates operation of machinery for various aspects.
* **Basic Skills:**
* Technical Analysis, Fundamental Analysis of stocks, Derivatives, Management Information System (MIS), Demat Account and Savings account opening, KRA activities.
* **Achievements:**
* Received recognition from Business Operations Lead
* Assigned as training POC, having trained all the newly joined members in the team
* At Yes Bank I was handling whole KRA process wholesome.
* I have a built a strong business relationship with the Platform leads and other stakeholders and this has helped in smooth and successful closure for operational mails.
* **ACADEMIC ACHIEVEMENTS:**
* Seven Certificates of receiving First Prize in Dance at inter-college competition.
* Certificates of receiving Third Prize in Youth Festival Dance Competition at Mumbai University.
* Zonal and District level Prize in Miming, plays and One Act
* Zonal Level Football player

**Technical Skills**

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| **Operating Systems** | Windows, MAC OS |
| **Tech Proficiency** | Knowledge of latest advance technologies (Excel, Power point, MS-office). |
| **Applications Used** | SMART, ITSM, CTR, DP Secure, NDML |
| **Certifications Acquired** | NISM Series 6, NISM Mutual Funds Certification |
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**Personality Traits**

* Knowledge of current affairs in social, political, sports and entertainment.
* Hard working & quick learner
* Willingness to learn new things.
* Good communication skills.
* Works effectively in-group as well as individual.
* Effective leadership skills.

**Declaration**

I hereby declare that the above – mentioned information is correct up to the best of my knowledge.

**Place:** **Mumbai**

**Date:**

**(Akshay Sakharkar)**