

RESUME

Name : **Mrs. Monali Kiran Bhilare.**

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Date of Birth : 13th Feb 1982

Address : Flat No. 1001, 10th Floor, B-2 Building,
Bhujbal Township, Behind Eaklavya Polytechnic,
Kothrud, Pune-38.

Career Objective

To be a part of an Organization that provides me with challenges and opportunities for being a consistent performer and a dynamic business manager, which would benefit the clients, the Organization and me, in that order.

Key Skills

- Command on Any type of Financial Software.
- Equity Operations /Banking Operations.
- MS-office
- Good team Player
- Good Presentation & Analytical Skill.

Work Experience:

Currently working as **Branch Coordinator** at **M/s. G. A. Bhilare Consultants Pvt. Ltd.**, Pune since December 2010 till 05th September 2020 as **"HR-Admin Executive"**.

Responsibilities:

- All activities HR Generalist Activities, Recruitment,
- Payroll Management: Attendance, Salary, PF, PT, ESIC working.
- Interaction with Clients, PMC, PCMC, PMRDA, Project License Authority.
- Certification at various stages of Construction.
- Admin roll.

Earlier Experience:-

A) From February 2009 to August 2010, I was working with **"AXIS Bank Ltd."** as an **"Operation Executive"**.

Responsibilities:

- Head-Cashier.
- Front Desk Executive.

B) From January 2006 to January 2009, I was working with **"KARVY Stock Broking Ltd."** Baramati as **"Investor Relation Manager"** Handling In-Office Sales. Customer Queries & Relations. Back Office Executive for Stock Broking.

Responsibilities:

- Equity Back office.
- Customer Relationships.
- Branch Co-Ordination.
- Front line sales of LI, MF, Trading Accounts, DEMAT, OTDR.

C) From May 2005 to December 2005 with **"Vidya Pratishthan's Institute of I.T."**
As a **"Project Coordinator"** in Baramati.

Responsibilities:

- Project Coordinator for the e-Education Project of World Bank Project funded by Japan Social Development Fund & World Bank implanted by VIIT.
- Handled a team of 25 teachers of 5 Computer Mobile Van, who were teaching 5000-6000 students covering 50 schools.

D) From May 2004 to December 2004, I was working with "ICICI Bank Ltd" as Relationship Executive in Solapur Branch.

Educational Qualification

❖ **MBA (Finance & Marketing):** Passed with **Distinction** in May 2004 from H.N.C.C, College Solapur under Shivaji University.

Elective Subjects:

- **Finance** (Financial Management, Indian Financial System, Financial Decision Analysis, Project Planning & Working Capital Management, Investment Management, International Finance.)
- **Marketing** (Marketing Management, Consumer Behavior, Sales Management, Advertisement & Indian Marketing Management, Marketing of Services in Special Field, International Marketing.)

❖ **BCS:** Passed out in March 2002 from Vidya Partishthan's College of Arts, Science and Commerce, Baramati under Pune University with **First Class(69 %)**.

❖ **HSC:** Passed out in March 1999 under Pune Board from Vidya Pratishthan's College Of Arts, Science and Commerce, Baramati under Pune University with **70.33 %**

❖ **SSC:** Passed out in March 1997 under Pune Board from B.V. Bhigwan, with **75.46%**

Certification: NISM-Series: V-A- Mutual Fund Distributors Certification Examination.

Projects

MBA:

Project Title: **To Study Service Marketing with Hotel Industry.**

Project Worked at: Hotel AmarDeep.

Project Duration: 15th May 2003 to 30th June 2003.

Project in Brief: The Project was related with the implementation & Suggestions regarding the service marketing's 7 Ps' as Product, Place, Price Promotion, People, Physical Evidence, Process.

BCS:

Project Title: **To Study Inward & Outward Inventory Control System of Dynamix Dairy.**

Project Worked at Dynamix Dairy.

Project Duration: 1st Jan 2002- 31st Jan 2002.

Project in Brief: The Project work was related with the inward & outward Inventory control system of Dynamix Dairy.

Computer Literacy

Basic Graduation in Computer Science, C, C++, VB, SQL, MS-Office, Fundamentals of Computers.

Languages known : English, Hindi & Marathi.

Something about me:

I am hard working & remain persistent to the work assigned. I am good time manager & possess excellent creativity skills. I am a good team player. I have varied interests that include Music, Socializing, Cooking, and Watching Discovery Channel.

For Me, Success is a way of life & failure is step towards success.