

**Bhavi**

[Bhavi.287549@2freemail.com](mailto:Bhavi.287549@2freemail.com)

**SUMMARY:** Commerce graduate with Diploma in Financial Management. Extensive experience in financial accounting operations

Expertise in office automation softwares like MS Word, Excel, power point & Internet.

**EDUCATION:** **Bachelors in Commerce from** Mumbai University in **April 1998**

**Diploma in Financial Management, December 1999**

Prin. L. N. Welingkar Institute of Management Development & Research Courses taken included:

Personnel Management Financial Management Office Management Financial & Cost Accounting Managerial Economics

Principles & Practice of Mgt.

Advanced Financial Mgt.

Taxation

Management Accounting

Financial Planning & Control

**WORK**

**SUMMARY:** **Banking Assistant, July 1998 to October 1998**

**The Hongkong and Shanghai Banking Corporation Ltd – Custodial Dept.**

**Assistant, December 1999 to August 2000**

**BOBCARDS LTD. -**

**Customer Relationship Officer at Demat Department – Andheri Branch, August 2000 to May 2002**

**Personal Assistant to Chairman, May 2002 to March 2010 The Greater Bombay Co-operative Bank Ltd.**

**DUTIES &**

**RESPOSIBILITIES** **Demat Section (August 2000 – May 2002)**

* Account Opening.
* Customer Relationship.
* Dematerialization.
* Accepting, Checking and Punching Delivery Instruction Slips.
* Maintenance of Accounts receivable and Accounts Payable with J. B. Nagar Branch.
* Co-ordination with branches for Demat related transactions.
* Compliance of Audit Report for Account Opening, Dematerialization, Delivery Instruction Slips.
* Handling of Lockers

**Kandivali Branch (June 2006 – July 2006)**

* Issue of Pay Orders.
* Updation of Securities Register of Advances Dept.
* Follow-up of Audit Queries related to Account opening.

**Corporate office (May 2002 –March 2010)**

* Making Arrangements for the Board Meeting and Committee Meetings, which include ordering Flower Pots, Arranging for the snacks and Lunch for the directors etc.
* Fixing Appointments for Chairman.
* Sending papers to Chairman on daily basis.
* Updation and Issuance of Birthday records of Directors and Staff Members.
* Distributing and Filing all papers received from Chairman.
* Maintaining Fax Machine.
* Helped Accounts Department to punch **RTGS** (Real Time Gross Settlement) Transaction and **NEFT** (National Electronic Fund Transfer) Transaction.

**AWARDS:**

Awarded Certificate of Merit for scoring highest marks in Book Keeping & Accountancy in HSC from BES College.

**TRAINING:**

Participated in Training Programmes at Greater Bank Training Centre

 Customer Service

 Deposit Accounts (Opening & Monitoring)

 Negotiable Instrument Act

 Wonderland of Receptionist

 Presentation & Communication Skills

**DATE OF BIRTH:**

18 July 1978

**MERITAL STATUS:**

Married.

**LANGUAGES** English, Gujarati, Hindi and Marathi.

**KNOWN:**