 Nutan

[Nutan.324326@2freemail.com](mailto:Nutan.324326@2freemail.com)

* **Profile**

A dynamic, motivated and multitalented professional with MBA in Finance and Govt. Diploma in Cooperation & Accountancy. Strengths include accounting, ﬁnancial & administrative management, and analytical skills, effective combination of time management, organisational and leadership qualities along with knowledge of Database management system, word processing, spreadsheets, presentation graphics and instruction design and story boarding.

* **Experience**

## Bill Gates Institute of Computer Science & Management

## Lecturer (07/2012- 08/2013) at Osmanabad, Maharashtra- India

Undertook teaching, subject development, research and related administration for department of Accounting and Finance through the curriculum designed for undergraduates and postgraduate’s students by BAMU Aurangabad.

* **SBI Life Insurance Pvt.Ltd.**

### Sales Support (05/2011- 11/2011) at Osmanabad, Maharashtra- India

## Preparation and analysis of ﬁnancial statement accounts with exposure to ﬁnancial products like mutual funds, insurance, ULIP, retirement services and ﬁnancial planning along with supervising backend operations and reconciliation.

* **Education**

### BAMU Aurangabad-- MBA finance (2013- 2015)

## RP College, Osmanabad -- Master of Commerce (2010 – 2012)

* **RP College,Osmanabad --** Bachelor of Commerce (2007-2010)
* **Skills**

## Accounting.

## Finance risk assessment & cost control.

## Strategy planning, business development.

## Analytical & interpersonal skills.

## Well versed with concepts of financial instruments.

## Microsoft excel, word.

## Excellent knowledge of English, Hindi, Marathi, Kannada.