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**SWATI BHANDARI**

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Mobile: +91-8238221210

**PROFILE:**

Seeking a responsible and challenging position in a growth oriented progressive Institution where my skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth. I am keen to learn and progress professionally. Be an important leader and catalyst in a major corporation or collaboration in social and environmental responsibility. Seeking opportunities where I can use my experience developing and managing Corporate Social and Sustainability programs. I am keen to learn and progress professionally. My key skills include keen analytical ability, communication, presentation, facilitation, event management, evaluation, report writing and correspondence, problem solving, team work and excellent grasping ability. I am hardworking, punctual and able to take responsibilities and a good communicator.

**EDUCATION AND PROFESSIONAL DEVELOPMENT:**

- ACCA- Completed Part I and II. (BSc. Hons with Applied Accountancy) in the year 2008
  - Part 1- F1Accountant in business, F2 Management Accounting, F3 Financial Accounting.
  - Part 2 - F4 corporate and business law, F5 performance Management.F6 Taxation, F7 Financial Reporting, F8 Audit and Assurance & F9 Financial management.
  - Part 3 - Passed all core papers.
  - Certification on ACCA Professional Ethics Module
  - Completion of a Project on BMW Group in the year 2013
- HSC (equivalent of “A” Level), passed in 2002, first class with 85% marks
- SSC (CBSE Board) Passed with 63% marks, 2000 at Indian School Muscat, Oman.

## **PROFESSIONAL ORIENTATION**

**June 2016 – March 2017: Agency Manager, Birla Sun Life Insurance Group, Bhuj-Gujarat**

### **Responsibilities:**

- To recruit good quality prospective insurance advisors and ensure that they acquire licensing in order to achieve the sales target set by the company.
- Ensure that the advisors achieve business targets set for them. Provide on the job training & manage and monitor performance of advisors so that they can achieve their goals.
- Maintain persistency for the policies procured by team of advisors to overall achieve the profitability of the team.
- Able to prioritize and handle multiple work responsibilities simultaneously and well versed with product knowledge and industry trends in order to do consultative selling.
- Ability to work in high pressure environment- Insurance sales is target driven and have been able to thrive under stress and help my team cope with it too.
- Planning and target setting for the agent sales team and formulating sales strategies for different products and achieving targets.
- Recruitment and management of agency channel team members and Training, motivating and development of team members.
- Preparation of Daily Sales Report (DSR) and reporting to Branch Manager.

**May 2015 - August 2015: Officer, Admin & Finance, SAEINDIA Western Section Group, Pune- Maharashtra**

### **Responsibilities:**

- Work in a time-bound detailed action plan to execute the vision of SAEINDIA under guidance of Chairman and Governing Board of SAE India Western Section.
- Develop a close and vibrant communication link between the SAEINDIA Western Section (WS) office and SAEINDIA.

- Handling accounts includes preparing financial statements (P/L, B/S & Ratio Analysis) and investments of SAEINDIA WS to enable provide value added services.
- Overall handling of financial transaction and activity of SAEINDIA in the Western Section.
- Co-ordination with statutory authorities such as CA, Charity Commissioner, Co-ordination with Builder, etc.
- Participated voluntarily in the webinar on Vehicle dynamics held at MIT PUNE and SAE DAY (Project Competition & Social Annual Program) and AWIM (A world inmotion).

**January 2008 - November 2011: Accountant, Al Fadhaiei Building contracting LLC, Sharjah, UAE**

**Responsibilities:**

- Maintaining books of accounts.
- Preparing accounts and budget information.
- Handling sales and purchase ledgers.
- Check timesheets to ensure employees have correctly recorded their time including ensuring that time has been allocated to the appropriate project / job.
- Check expenses and receipts to ensure they are accurately recorded and the supporting documentation is adequate
- Analyze staff time and expenses ensuring accurately allocated to projects. Producing long-term business plans.
- Regularly review debtors in order to ensure that credit control procedures are implemented and Carry out credit checks on new clients.
- Undertaking research into pricing, competitors and factors affecting performance. Controlling income, cash flow and expenditure.
- Collating, preparing and interpreting reports, budgets, accounts, commentaries and financial statements.

**January 2006 - December 2007: Accounts Assistant, JMH MERLIN TRADING & CO (JAFZA), Dubai UAE**

## **Responsibilities**

- Maintaining bank accounts, ledgers, and balance sheets.
- Administering payrolls and controlling income and expenditure.
- Responsibility for petty cash including maintenance of petty cash records and completion of cash reconciliation at each month end.
- Reconciliation of the credit card account. Preparing the monthly bank reconciliation and Assist the Financial Accountant in preparing the Year-end audit file.
- Compiling and presenting reports, budgets, business plans, commentaries and financial statements.
- Auditing financial information. Analyzing accounts and business plans.
  
- On the job training with KHIMJI RAMDAS & CO. (Shipping unit and Welfare Mart)
- Worked as a trainee in BANK MUSCAT (Small Investment Unit).

## **SKILLS:**

- Well versed with MS Word and MS Excel.
- Working knowledge of HTML, Sun Java Programming
- Proficient in accounting software (Tally 6.3 and Peachtree).

**PERSONAL DETAILS:**

Date of Birth: 27<sup>th</sup> December 1984

Status: Single

Residential Address: N-601, Sukans Sky, Next to City Pulse,  
Kudasan- Gandhinagar 382421 Gujarat

Languages: English, Hindi, Gujarati

**DECLARATION:**

I hereby declare that the information furnished above is true to the best of my knowledge.

Thanking You

Regards,

**(Swati Bhandari)**

Place: Gandhinagar, Gujarat

Date: 27/4/2018