### Profile Summary

PGDM Finance with 0-1 years of professional experience. Highly organized, self-motivated, and proficient with computers. Seek to increase efficiency of the organization I work with by utilizing my academic expertise and proven track record of aiming for the best in whatever I do.

### Education

**PGDM**

Major: Finance

Minor: Marketing

**CGPA – 11.1741**

2007-2009

Tolani Institute of Management Studies, Adipur (Kachchh).

**Bachelors in Commerce - 69.14%**

Tolani Commerce College, Adipur (Kachchh).

**HSC - 79.17%**

Mount Carmel High School, Gandhidham.

**SSC - 82.14%**

St. Xavier’s High School, Adipur (Kachchh).

### Courses

* Certificate Course in **MS Office** with “**A+**” Grade.
* Six Months Certificate Course in **Computer Basics and Fundamentals**.
* Certificate of **English Typing** from Gujarat State Education Board with speed of **40 w.p.m**.

### Experience

09/2009 to 04/2010

**Executive Trainee**

**WELSPUN INDIA LIMITED**, Anjar (Kachchh).

* Preparing & Analyzing Daily Performance Reports
* Preparing Monthly, Quarterly and Annual Raw Material Consumption Reports.
* Preparation & Analysis of Final Accounts, Balance Sheet and other Product Costing Statements.
* Assisting in Monthly Internal Audit.
* Addressing & Maintaining Communication between Costing & Marketing Departments.
* **CTC – 1.38 Lakhs p.a.**

04/2009 to 06/2009

**Production & Marketing Executive**

**CORE CABLES PRIVATE LIMITED,** Rajkot.

* Preparing and Analyzing Production Reports.
* Analyzing & Reporting Production Discrepancies.
* Communicating with Suppliers & Customers.
* Addressing Production & Administrative Staff Issues & Complaints.
* Assisting Marketing Team in E-Marketing.
* **CTC – 1.80 Lakhs p.a.**

Simi Thomas

+91 9099106678

onlysimi0608@gmail.com

### Strengths

* Analytical Skills.
* Communication Skills.
* Self-Motivated & Disciplined.
* Strong Work Ethics.
* Creative.

### Weakness

* Less Experience.
* Less Comfortable around too many people.

### Awards & Certificates

* **Award for Meritorious Academic Performance** in SSC, HSC & B.com from Indian Oil Corporation Limited in the years 2002, 2004 & 2007 respectively.
* **Award for Excellence** in Statistics, Commerce & Hindi Language from Mount Carmel High School in 2002-03.
* **Certificate of Participation** in AIMA-RPG 12th National Student Management Games 2008 at SIBACA, Lonavala, Pune.
* **Encouragement Award** from Gurnani Education Trust for securing Second Position in Pre-final year of PGDM Programme.
* **Awarded Silver Medal** for passing PGDM Final Year with Second Position by Tolani Institute of Management Studies.
* Multiple **Awards & Certificates in Sports & Games** throughout School Years.

### Hobbies

* Travelling
* Gardening
* Drawing & Painting
* Crochet
* Mobile Games

### Languages

* English
* Hindi
* Malayalam
* Gujarati
* Spanish (Learning)

### Personal Details

**Date of Birth:** 6th August, 1986

**Gender:** Female

**Permanent Address:**

3/6, Shiv Township,

BH Digjam Woolen Mill,

Bedi-port Road, Jamnagar - 361009.

**Communication Address:**

B-5, Om Towers,

Near Star Mall,

Satellite, Ahmedabad – 380015.

### Internship Projects

**Summer Project :** “SME Finance, Retail Finance and Other Banking

Services & Products.”

**BANK OF INDIA, Gandhidham.**

**Final Project : Climate Change:** The Lexicon of Global Business Today.

**Course Project :** Management Information Systems.

**INDIAN RAILWAYS, Gandhidham.**

**Course Project :** Production & Operations Management.

**ELECTROTHERM INDIA LTD., Shyamakhyali (Kachchh).**