

Snehal Chauhan

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Career Objective

To sharpen my domain knowledge & To pursue a challenging career, thereby constantly upgrading my skill-set and enhancing the value of the organization I would be working for.

Projects and Internships.

Projects:

- ☐ **Comunicazione portal** share a variety of technical features like sharing photos, creating profiles etc. It was programmed using asp.net language. It provides best way to be in touch with world. 3rd year B.C.A 2012
- ☐ **Heaven & Home** is the online project which demonstrates better interactive features in home furnishing websites for improving sales for online retailers. 2nd semester M.sc 2013
- ☐ **Online pharma sales information system (Cadila Pharmaceuticals, Ahmedabad)** Companies in this industry primarily sell pharmaceutical products via internet.

Internships and Certifications:

- ☐ Post Graduation Diploma in Banking and Finance from NIIT IFBI (AHMEDABAD).
- ☐ AMFI certified.

Skills

- ☐ Singing
- ☐ Dancing
- ☐ Coding on Asp.net, html.

Hobbies and Interests

- ☐ Rifle shooting
- ☐ Horse riding
- ☐ Pot, Frames crafting
- ☐ Exploring The Unknown | Camps, Hills and Trails- Trekking, Cycling
- ☐ Live Concerts for Singing Competition at Gurgaon, Jaipur and Indore.



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Worthy to Note

- ☐ Diploma in Kathak dance form & participated in Mayuk Youth Fest on National Level.
- ☐ Winner of Intercity Aerobics completion held at Indore 2018& qualified for zonal level.
- ☐ "C" certified holder with "A" grading in N.C.C.
- ☐ Best shooter of Ahmedabad N.C.C group 2012.

Academics

- PG Diploma in Banking & Finance from NIIT, IFBI, Ahmedabad, 2015
- MSc (Computer Science), Banasthali University, Jaipur, 2014
- BCA, BDKM, Palanpur HNGU, 2012

Employment History

Senior Process Associate, Zobone Internationals(From September 16 - Till now)

- * Monitor all transactions and ensure compliance to quality regulations and maintain effective relationships with clients.
- * Maintain knowledge on all technical information and resolve all issues in transactions and perform correction where require.
- * Documents all transactions on an everyday basis and collate metrics from various associates and prepare appropriate reports.
- * Perform quality check assessment on all processes of various associates.
- * Coordinate with team members and ensure achievement of all team objectives and goals.
- * Handling & Training International clients for growth in business.
- *Working on QuickBooks for Data Management.

Financial Analyst, WM Logistics & Training Manager (From Jun 2019 – Jan 2021)

As a Financial Analyst I am performing the following duties and responsibilities:

- Determining financial status and requirements by comparing and analyzing plans & forecasting with actual results.
- Conducting benchmarking study by using various business application tools to understand financial status by analyzing results & variances,
- Identifying trends and recommending swift action, and helps assisting in taking critical decision making.
- Training interns for the process & providing them proper education towards organization.

Operations Executive, NICT Technologies (From July 2018 to June 2019)

- Trained interns on Customer Services, Standard Office Procedures and Protocols
- Responsible for MIS Programs in the Organization.
- Responsible to implement Operational Technical know-how.
- Provided administrative support and strategy for financial growth of the Company.
- Prepared invoices, reports, memos, letters, financial statements, and other documents, using word processing, spreadsheet, database, or presentation software.

Personal Details

- ☐ **Languages:** Hindi, English and Gujarati
- ☐ **Date of Birth:** 1st July, 1991
- ☐ **Social Identity:** Valid Passport, PAN, Driving License and Aadhar



(UIDAI) ➤ **Blood Group: B+**

