

CURRICULUM VITAE



SAMIKSHA HIREKHAN

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Specialization: - Operations and Supply Chain Management

Education Details:

Qualification	Institute	University/Board	Year of Passing	Percentage
PGDM (OSCM)	Indira School of Business Studies PGDM, Pune	Autonomous	Pursuing	Pursuing
B.E. (Electrical)	KDK College Of Engineering	RTMNU	2015-2019	8.12
HSC (Science)	VMV College	State	2013-2015	69.23%
SSC	Prashant High School	State	2012-2013	77.40%

Corporate Work Experience:

Company: Dhan dhania Infotech pvt. ltd.

Designation: Business Analyst

Duration: 1 years 4 months (March 2021 – june 2022)

Work Description:

- Coordinate with clients through call and Emails & Prepare documents by collecting, analyzing and summarizing information and Trends.
- Assisted US Clients with preservation & inspection of USA-based properties that are either mortgaged or Real Estate Owned and maintained a healthy relationship with clients, banks & jurisdictions.
- Developed and conducts quality assurance controls and testing on property management contracts, invoices, and vendor compliance.
- Define project requirements by identifying project milestones, phases and elements, forming project teams, establishing project budget.
- Delivered Project training as needed to achieved adoption of new project also Pro-actively participated in weekly team meeting with the Board of Directors.

Achievements:

- Awarded **Best Performer** Of the Month.
- Based on my performance got Career Enhancement within six months as **Internal QC'er**.
- Collaborated with colleagues on the reduction of unnecessary business costs- decrease the expenses by **13%**

within a year.

- **Recognized** by Executives and managers for achieving extraordinary results and constantly performing great work.

Workshops/Certifications:

- 30 days Excel Skills for Business – Essentials Certification (Macquarie University).
- 65 days Power BI Masterclass -Basic to Advanced Certificate (Learn With Lokesh Lalwani).
- Business English-Communication (The Hong Kong University of science & technology Credential).
- Leading and Motivating People with Different Personalities (Linkedin Learning).
- 30 days Industrial Training from MAHAGENCO in Chandrapur Super Thermal Power Station-3340MW capacity.

Extra-Curricular Activities

- Participated in “BUSINESS BAZIGAR” competition organized by ISBS PGDM.
- Participated in “GUSTO” fashion show competition organized by ISBS PGDM.
- Winner of Miss Fresher Crown in “TALENT HUNT” Event at KDK College of Engineering.
- Secured First Runner up position in Personality show at “NAVONMESH”.

Skills/Competencies-

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|-----------------------------------|----------------------|
| • Multi-tasking Abilities | • Project Management |
| • Teamwork | • Employee Training |
| • Six Sigma | • Microsoft POWER BI |
| • Ability to work under pressure. | • Microsoft Excel |

Achievements:

- Member of “NSS” Committee at KDK College of Engineering.
- International Conference on Advance and Practices in Electrical Engineering.
- Selected Under Prime Ministers Scholarship Scheme (PMSS).

Personal Details:

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| • Local Address: | Angel girls hostel, Bhagwan nagar, Bhumkar Square, Pune |
| • Permanent address: | House No 317, Babulban garoba maidan, Nagpur-8 |
| • Date of Birth: | 17/12/1997 |
| • Languages: | English, Marathi and Hindi |
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Date:

Place: Pune

Ms. Samiksha Hirekhan