



# Urvashi Pandey

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**Address:** New Delhi , India (New Delhi)

## ABOUT ME

Driven Cluster Executive Manager with a strong foundation in finance, delivering exceptional results in the retail sector. Driven Cluster Executive Manager with a strong foundation in finance, delivering exceptional results in the retail sector.

## WORK EXPERIENCE

03/07/2023 – CURRENT New Delhi , India

**CLUSTER EXECUTIVE MANAGER** VODAFONE IDEA LIMITED

- Overall responsibilities for activities at a Vi Store spanning customer service, store level sales and revenue targets across all products.
- Worked on DCRM (**Swift, Sumeru & CRS portal**)
  - Achieved profitability ( Return on Investment) targets for the store
  - Delivered revenue targets for the store, Increased revenue per footfall by aiding customer's purchase decisions
  - Managed a sales team of 5, boosting quarterly sales by 35% and customer retention by 20%
  - Resolved team conflicts and performance issues, fostering a positive and collaborative work environment.
  - Developed performance reports and KPIs, driving continuous improvement and meeting sales targets.

10/02/2023 – 10/06/2023 Gurgaon

**FINANCE EXECUTIVE** ACCMAN SERVICES PRIVATE LIMITED

- Looked at financial performance and identified trends.
  - Prepared Valuation report of companies
  - Worked on Excel and Tally
  - Operational Audits (**Lenskart, Airtel & OYO**)

01/06/2022 – 01/12/2022 Gurgaon

**MANAGEMENT TRAINEE** LACORE ADVISORS PRIVATE LIMITED

- Filing ITRs
- Preparing Bank Statements
- Writing Content for Company's website using **WORDPRESS & CANVA**

## EDUCATION AND TRAINING

01/08/2021 – 10/06/2023 Jaipur , India

**MASTER OF BUSINESS ADMINISTRATION** Banasthali Vidyapith University

**Website** <http://www.banasthali.org/> |

**Field of study** Finance, banking and insurance , Management and administration , Marketing and advertising |

**Final grade** 8.00

Website <https://www.mmhapu.ac.in/>

## ● **DIGITAL SKILLS**

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Microsoft Office | Microsoft Word | Python Language - Basic knowledge | Microsoft Excel | Microsoft Powerpoint | Organizational and planning skills | Zoom | MS Office (Word, Excel-VBA, Power Point) | MS Excel (Advanced - Pivot tables and macros) | Financial Management & Valuations | Financial Ratios & Analysis | TABLEAU

## ● **COMMUNICATION AND INTERPERSONAL SKILLS**

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### **Persuasion and Negotiation**

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- Negotiated with vendors to secure favorable terms, resulting in reduction of costs.
- Persuaded stakeholders to adopt new processes, leading to a increase in operational efficiency.

## ● **ORGANISATIONAL SKILLS**

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### **IMC Representator 2023**

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- **Represented Vi at the International Mobile Congress 2023**, engaging with industry leaders and potential partners to promote Vi's latest products and services.
- **Collaborated with the marketing team** to design and distribute promotional materials, enhancing Vi's visibility and brand recognition at the event.
- **Participated in panel discussions and workshops**, sharing insights on emerging trends in the telecommunication industry and Vi's strategic direction.

## ● **MANAGEMENT AND LEADERSHIP SKILLS**

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### **Team Leadership, Project Management, Strategic Planning, Decision Making**

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1. **Team Leadership:** Ability to inspire and guide team members towards achieving goals.
2. **Project Management:** Efficient handling of projects from inception to completion, ensuring they meet objectives and deadlines.
3. **Strategic Planning:** Developing and implementing long-term strategies to achieve business goals.
4. **Decision-Making:** Making informed and timely decisions that positively impact the organization.

## ● **CERTIFICATION**

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### **Financial Certification**

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NISM-VA, Mutual Fund Distribution by SEBI

Certified in Data Analysis in Excel by CFI

Certified in Financial Planning & Wealth Management by CFI

## ● **HOBBIES AND INTERESTS**

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### **YOGA & Video Creation**

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