

CIRRCULAM VITAE

URVASHI MADAN

CB-246, Ring Road
Naraina,
New Delhi-110028

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Career Objective

To be at the forefront of an organization that is involved with innovative offerings. Willing to accept challenging work conditions to gain knowledge and experience required for a 'True Professional'.

Professional Experience

Overall 6 Year 11 Months of Experience. Around 3 Years of experience in finance sector, 2year 5 months of experience in administration and rest in education sector.

Strong Skills in ratios, credit rating, credit scoring, balance sheet, etc.

- **Geebee Education Pvt Ltd** March 2022 to present
27, Vaswani Mansions, 5th Floor,
Opp K.C. College, Dinshaw Vachha Road,
Churchgate, Mumbai-400 020, India
Counselor and Quality controller

Job Profile-

- ✓ Providing training for USA Universities to consulting companies.
- ✓ Generating Leads / Converting them into enrolment.
- ✓ Follow up with students via emails and phone calls.
- ✓ Making relations with the clients.
- ✓ Effective Counseling of Learners/Clients about our Products/Services
- ✓ Working on International Applications of the students for USA Universities.
- ✓ Checking the universities requirements.
- ✓ Shortlisting of universities for the students for USA according to their profile.
- ✓ Analyzing the IELTS score card, Transcripts etc.
- ✓ Working on flyers
- ✓ Conducting virtual meetings with consulting companies

- **Career Break-** January 2015-Feb2022

- ✓ Took pause from professional career during maternity period and to be a full-time parent.

- **Unified Credit Solutions India Pvt. Ltd (India)** April 2013 to Dec 2014
9th floor, Vikrant Tower
Rajendra Place
New Delhi-110008
Credit Analyst

Job Profile-

- ✓ Working with financial spreading.
- ✓ Analyze credit data and financial statements to determine the degree of risk involved in extending creditor lending money.
- ✓ Preparing of reports that include the degree of risk involved in extending creditor lending money.
- ✓ Generating financial ratios, using computer programs, to evaluate customers' financial status.
- ✓ Comparing liquidity, profitability, and credit histories of establishments being evaluate with those of similar establishments in the same industries and geographic locations.
- ✓ Assessing the credit worthiness of client companies e.t.c.

- **NIE(National Institute of Entrepreneurship)**

March 2011 to Feb 2012

B-149, Sector-63, Noida

U.P-201307

Finance Executive

Job Profile-

- ✓ **Working with Ratios.**
 - ❖ Liquidity ratios, Activity ratios, Solvency ratios and Profitability ratios
- ✓ **Maintenance of Accounts of the company.**
 - ❖ Cash flows, Profit and Loss and balance sheet

- **M/O INDUSTRY AND COMMERCE**

Sep 2008 to Feb 2011

Udyogbhawan Delhi-110001

Administrator

Job Profile-

- ✓ Using a variety of software packages such as, Ms word, excel, PowerPoint ecto produce correspondence and documents and spread sheets etc.
- ✓ Managing and maintaining budgetary reports in excel.
- ✓ Organizing and storing paper work, documents and computer based information.
- ✓ Passing of salary and loan bills in compact software.

Professional Credentials

- ✓ Done **Chartered Financial Analyst (CFA)** from **ICFAI University, Hyderabad** in 2012 with CGPA-8
 - ✓ Done **Financial Modeling training** from **Pristine Institute, Cannaught Palace** in 2013.
 - ❖ Efficiently using excel : Advance functions of excel
 - ❖ Pivot tables
 - ❖ Integrated financial models
 - ❖ Charting techniques etc.
 - ✓ Done 1year Diploma course in **TRAVELTOURISMN AIRPORT HANDLING** from **Y.M.C.A** with rank **1st**
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Academic Credentials

- ✓ **MIFA(Masters in financial analyst)** from **ICFAI University**, Hyderabad in 2012.
 - ✓ **B.Com(p)** from **Mata Sundri College**, Delhi university in 2008.
 - ✓ **12th** from **C.B.S.E. Board** in 2005 from **Lovely Public Senior Secondary school**, Delhi.
 - ✓ **10th** from **C.B.S.E Board** in 2003 from **St. Joseph Academy School**, Delhi.
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Personnel Dossier

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|--------------------------|---|------------------------------|
| ✓ <i>Father Name</i> | : | <i>Late Sh . Vijay Mehra</i> |
| ✓ <i>D.O.B</i> | : | <i>27-01-1988</i> |
| ✓ <i>Sex</i> | : | <i>Female</i> |
| ✓ <i>Marital Status</i> | : | <i>Married</i> |
| ✓ <i>Nationality</i> | : | <i>Indian</i> |
| ✓ <i>Language</i> | : | <i>English and Hindi</i> |
| ✓ <i>Passport Status</i> | : | <i>Yes</i> |

