

RESUME

Pinky Dewasi

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Objective

Looking forward to a growth- oriented organization where my skills could be utilized effectively and to achieve perfection in my work through the process of constant learning, hard work & combining with self –motivation contributing the best to the organization.

Personality Skills

- Planning leadership and convincing ability
- Highly motivated to work
- Hard working
- Dedicated
- Good Communication Skills
- Goal Oriented

Academic Qualification

	Board/University	Year
MBA in Finance	MIT ADT UNIVERISTY	2020
Graduation (B. Com)	Savitribai Phule Pune University	2016
12th	CBSE	2013
10th	CBSE	2011

Working Experience Details

Metro GSC- Process Expert (Senior Analyst) (November 2021- till date)

- Processing Invoices with 100% accuracy on SAP software
- Managing invoice controlling till approvals.
- Report preparation-
 - Daily Report
 - Import Report
 - Metro Link Report
 - Buying Department Report
 - Friday Report
 - Monthly Report

- Open GRC Report
- Open item Report
- CTA Report
- Summary of all payment done and ppt
- Other activities-
 - Dashboard preparation
 - Exchange rates
 - Morning activities
 - Import processing
 - 1014 activity,035 activity
 - Custom payments
 - Storno processing
 - Mip's
 - LBL
 - Mails and follow up.
- Preparing audit of team to ensure error free processing
- Solving query of clients regarding payments and to process payments accordingly.
- Preparing month end closer as per client request

Deutsche Bank (March 2021 – November 2021)

Under contract of 8 months with Rangam Infotech Private Ltd payroll As Trade and Transaction Analyst-Mortgage

- Audit and Verification of Mortgage documents and to process in system after checking with 100 % accuracy.
- Working on work fusion software where to check the document and make necessary changes and approve those further.
- TD Images- Working on files with targets to be achieved on daily basis and 100% accuracy.

BNY Mellon (August 2020 to February 2021)

Under contract of 6 months with Randstad India Private Ltd payroll
As Associate in Portfolio Services-Global Income Post Pay Team

- Preparation of Daily Reports and then to work on the files (Morning Report, Break Report, Closing File)
- Working on Breaks- To process payment of the client as per their payment schedule.
- To do query of the payment of clients and to take action accordingly.
- Client interaction

Internship Working Experience Details

- Future Group Big Bazaar Live Project(12/2018-12/2018)
Learning experience of interacting and handling with the customer and study of the retail sector in depth along with achieving the given targets within time.
- Westside-(Phoenix Mall) Live Project (08/2018-08//2018)
Actively participated and enhanced my skills by studying the Retail Sector, how it works practically by being a part of it and also gained exposure to the sales, cash flow, inventory management of the organization.
- SAJ Test Plant Pvt Ltd (05/2019-07/2019)-An internship, learned Accounting, TDS, Cash Vouchers, Audit, BRS of a manufacturing unit.

Hobbies:

- Listening to Music
- Artistic
- Playing Badminton

Certification:

- NCFM NSE Certificate into Beginners, Capital and Derivative Modules.
- Disha Live Internship Programme
- Star Performer of the month
- Business laurels Award
- Team Incredibles Award
- Quality Award

Declaration:

I hereby declare that the above given information is true as per my knowledge.

Yours Sincerely

Pinky Dewasi.

