Aarabhi Shankar

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Driven and motivated professional with a proven record of building and maintaining relationships and handling academic and professional projects from concept to completion. Skilled in using multiple programming languages, operating systems, databases tools and platforms, demonstrating exceptional communication skills, troubleshooting, learning new applications and systems. Flexible and responsible individual with an ability to work independently and with teams and creating and managing effective business information systems in line with clients' needs and requirements.

EDUCATION

MASTER OF BUSINESS INFORMATION SYSTEMS

Monash University, Australia (2016-2018)

POSTGRADUATE DIPLOMA IN BANKING SERVICES

Manipal Global University, India (2012-2013)

- Retail banking and customer handling.
- Foreign exchange
- Priority banking
- Corporate banking

BACHELOR OF COMPUTER APPLICATIONS

Jain University, India (2009-2012)

EXPERIENCE

WEPLOYEE, WEPLOY

10/2018 – Present

RECEPTIONIST, MONASH POSTGRADUATE ASSOCIATION

02/2017 – 07/2018

Roles performed

- Handle all the reception administrative work
- Call taking
- Event management

- Design event marketing material
- Booking management
- Budgeting for trips and events
- Inventory management
- Volunteer management
- Provided technical support for the staff and students.

Tools used:

MS office suite, Google suite, Trybooking, MailChimp

ASSISTANT MANAGER, AXIS BANK, INDIA

12/2013 TO 05/2015

Axis bank is the third largest private-sector bank in India with 3120 branches.

Roles performed:

- Client account management and stakeholder management.
- Handled a large base of business clients, performed requirement analysis.
- Was responsible for handling and reporting budget and cash records under various departments.
- Was responsible for cash / checking deposits, processing loan payments, opening accounts, getting direct deposits accounts, activating ATM / debit cards
- Managed all forex transactions as per branch requirements
- Maintained proper cash limits, cashed checks, accepted deposits, and issued cashier's checks, money orders, traveller's checks, cash advances, and funds transfers
- Supported clients in all banking transactions
- Managed entire operations like customer support, processing of demand drafts and inquiries pertaining to the various products offered by the bank
- Cash handling, customer service, balance drawer and placing orders for inventory and identifying forged notes
- Processing and verification of inward and outward clearing cheques and transfer cheques

Tools used:

Finacle by Infosys, Adobe Photoshop, Microsoft Office, HTML.

FREELANCER(2013-2016)

- Logo design and small illustrations using sketch
- Application installation in office computers

PROJECTS

Project BeWithU- An application targeted towards international students to spread awareness about traffic offences and to seek legal aid services in Victoria. The project was given the award for **'Best Project in the category'**. Industry standards and best practices were followed to build the product.

Tasks performed:

- Requirement Gathering
- Identified and designed solution on the topic given
- Prepared a schedule baseline
- Prepared use cases and user stories
- Data Analysis using Tableau
- Requirement gathering by interviewing the intended audience
- Stakeholder analysis
- Identifying issues and managing them
- Risk management
- Database Management

TECHNICAL SKILLS

Programming languages

HTML, CSS, JavaScript, XML, Java, C.

Databases

MySQL, SQL Server, Oracle.

Tools and Platforms

HubSpot, Power BI, Microsoft Suite, Photoshop, SAP ECC6, SAP Hana, ExtendSim, Tableau, Microsoft Project, Visio, Mockups, Sketch, Lucid chart.

Operating systems

Apple OS X, Windows XP/Vista/7/8/10,Linux(Debian based distributions)

VOLUNTEERING AND MENTORING

Peer mentor for the Faculty of IT, Monash University (2017-present)

The Peer Mentor Program is designed to help new students transition into university life and give current students the opportunity to participate in a mentoring program.

- Helping and assisting students/mentees
- Providing advise and insights on university life

- Working in teams to organise social events
- Planning and organising activities for first year students to help them ease into university life
- Involved in regular communication with mentees to help them with settling into the university

Secretary, Monash Multicultural Indian Club, MONSU, Monash University

MMIC is a multicultural club at Caulfield Campus which is open to all individuals not limited to their origin, ethnicity & creed. At MMIC, we provide a platform where you can find a new family of friends, celebrate occasions, and taste cuisines with new international meet-ups of cultural exchange. We make it easy for you to learn about other cultures but also to share your own.

- Organised flash mobs and other cultural events
- Acquired funds from various third party entities for events conducted by us
- Handled all of the communications and organising committee gatherings

Volunteer at Monash Postgraduate Association, Monash University

The Monash Postgraduate Association (MPA) is the representative body for all research and coursework postgraduates enrolled at Monash University. The MPA is an independent, not-for-profit association governed by postgraduates, for postgraduates.

- Solely organised a cycling event in Melbourne
- Organised and helped in various orientation events at Monash University
- Co-ordinated between students and staff at various events/trips
- Helped in the clean-up drive organised in the Koala Clancy farm with fellow team members

Volunteer at Ask Monash, Monash University

- Set up and organised the event with a team of volunteers
- Assisted new students with queries

Samarthanam trust for the disabled

Samarthanam Trust for the Disabled is a non-profit engaged in empowering persons with disabilities and distress in socio-economic-cultural fronts through its various initiatives on Education, Livelihood, Environment, Health & Nutrition, Sports, Culture and Rehabilitation.

I have been a scribe for the visually impaired students and taught them English and Mathematics.