



Poonam Jadhav

SARASWAT CO-OP BANK LTD

To pursue a career in organisation that provides an opportunity to make strong contribution to organizational goals, growth and to further advance my acquired skills and educational background, that offers a challenging, stimulating, learning environment to work in and provide scope for individual development

✉ zpoonam100@gmail.com

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📍 Aundh, Pune 411020

WORK EXPERIENCE

INTERNSHIP

Godrej & Boyce Manufacturing Co.Ltd

07/2005 - 06/2006

Vikroli, Mumbai

JUNIOR OFFICER

Saraswat Co-op Bank Ltd

03/2011 - 04/2015

Vashi Branch, Navi Mumbai

Achievements/Tasks

- Understand and resolve customer's requests satisfactorily.
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Handling day to day transactions, saving department, current department, fixed deposit department.

SENIOR OFFICER

ESAF SMALL FINANCE BANK

Achievements/Tasks

- BRANCH BANKING OPERATIONS

HOBBIES & INTERESTS

SKETCHING , COOKING, TRAVELLING

SKILLS

MS OFFICE, MS EXCEL, MS WORD, MS POWERPOINT

TALLY ERP 9.

TEAM PLAYER

PROBLEM SOLVING

ADAPTABILITY

COMPATIBLE NATURE

ADVANCE EXCEL

EDUCATION

M.COM

University of Mumbai

2022

GOVERNMENT DIPLOMA IN CO-OPERATION & ACCOUNTANCY.

Maharashtra

2009

Passed

B.COM (ACCOUNTING & FINANCE)

S.K. Somaiya

2009

Distinction

LANGUAGES

ENGLISH

Full Professional Proficiency

HINDI

Full Professional Proficiency

Marathi

Full Professional Proficiency

CERTIFICATES

FINANCIAL MODELLING (IMS PROSCHOOL INSTITUTE) (2022) •Financial Management & Corporate Finance •Financial Analysis Techniques •Financial Statement Application Financial Ratios (Based on CFA Level I Syllabus) • Advanced Modeling Techniques • Project evaluation; stage of project; construction & development phase; funding during investment phase • Valuation- Discounted Cash Flow Method

READING FINANCIAL STATEMENTS (CORPORATE FINANCE INSTITUTE) (2022)

FUNDAMENTALS OF CREDITS (CORPORATE FINANCE INSTITUTE) (2022)

CERTIFICATE OF COMPUTER OPERATIONS (CCO) (2022)