

VIDHI BATAVIA

SUMMARY

SEEKING AN OPPORTUNITY IN A REPUTED COMPANY TO UTILIZE MY KNOWLEDGE & SKILLS, WHILE ENSURING TO CONTRIBUTE TO THE COMPANY'S GROWTH AND SUCCESS.

EXPERIENCE

FORENSIC ANALYST 05/2021 to 12/2022

KPMG INDIA, PUNE

- Demonstrated consistent hard work and dedication to achieve results and improve operations.
- Built and maintained courteous and effective working relationships.
- Identified issues, analysed information and provided solutions to problems.
- Achieved service time and quality targets.
- Developed team communications and information for meetings.
- Exceeded goals through effective prioritisation and consistent work ethic.

VISITING FACULTY - FINANCIAL MANAGEMENT 01/2019 to 12/2021

ISST, PUNE

- Enhanced student outcomes by providing extra tutoring, mentoring and training support to underachieving students.
- Monitored and documented student grades, behaviour and participation.
- Created interactive presentations on related topics following curriculum requirements.

ACCOUNTS EXECUTIVE 01/2012 to 12/2017

BM PHARMACY, PUNE

- Processed transaction documents, verified entries and compared system reports to balances.
- Supervised payroll, electronic deposits and employee pay adjustments.
- Processed journal entries, online transfers and payments.
- Reported sales taxes by calculating requirements on paid invoices.
- Handled cash and deposits using proper accounting procedures and documentation.
- Maintained accounts receivable documentation electronically and on paper.
- Charged expenses to appropriate accounts, evaluating transactions and recording entries.
- Reconciled bank and credit card accounts weekly, monthly and quarterly.
- Analysed cost control and provided timely financial information to support corporate goals.

PORTFOLIO MANAGEMENT EXECUTIVE 12/2008 to 10/2009

Standard Chartered Bank, INDORE

- Forecasted future market trends to determine selling patterns and avoid taking financial risks
- Developed comprehensive understanding of financial statements, enhancing opportunities to assess risk.
- Contacted clients to provide reports summaries and breakdowns.
- Kept up-to-date on latest market trends and investment opportunities through in-depth

- research and information from contacts.
- Worked with clients to identify areas of poor investment quality and implemented appropriate, remedial action.

SKILLS

- Analytical Thinking
- Decision Making
- Time Management
- Creation of Reports
- Communication skills
- Problem-solving
- Critical Thinking

EDUCATION

RGPV UNIVERSITY, BHOPAL
D.PHARM, 2015

DAVV UNIVERSITY, INDORE
Master of Business Administration, FINANCE AND HR, 2008

DAVV UNIVERSITY, Indore, MP
BACHELOR OF COMMERCE, 2006

PARTICIPATIONS

- NCFM MODULE - Capital Market
- NCFM MODULE - Derivative Market
- Participation in the Global Investment Meet, Indore
- Participation in the Hyurisko Event , Indore

LANGUAGES

Gujarati: First Language

English:

Advanced

C1

Hindi:

Upper Intermediate

B2

HOBBIES

- MARATHON PARTICIPATION
- YOGA
- TREKKING
- CYCLING

ADDITIONAL INFORMATION

- DOB : 18.02.86
- STATUS : MARRIED