

AISHWARYA DEMBLA

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EXECUTIVE PROFILE

- An astute professional with 5+ years of work experience, presently working with TATA Capital as Manager - Administration & Infrastructure
- Possess domain knowledge in customer relations, vendor management, internal stakeholder relations, MIS publishing, preparation & updating of SOPs, Data management & data analysis.
- Possess process knowledge in Talent Acquisition & On-boarding process.
- Excellent communicator with strong people management skills, seeking challenging Managerial position in Human Resources.

CORE SKILLS

Data Manager & Data Analysis - Excellent Excel and Presentation Skills - Excellent Communication Skills - Customer & Vendor Relations - Process Improvement

PROFESSIONAL EXPERIENCE

17-JUL-17 - PRESENT DAY

MANAGER, TATA CAPITAL FINANCIAL SERVICES LIMITED

Tata Capital is an NBFC and is engaged in providing/supplying a wide array of services/products in the financial services sector and operates across various areas of business: Commercial Finance, Consumer Loans, Wealth Services, etc.

RESPONSIBILITIES

- MIS & Compliance manager for opening and closure of the branches at TATA Capital
- Handling & coordinating with different vendors for branch / office related requirements
- Handling budgets and additional budgetary requirements for opening new branches / additional expenses required to be incurred.
- Responsible for all corporate presentations of the Administration & Infrastructure department
- Working closely with business leaders & other internal stakeholders for office / space requirements
- Handling internal as well as external audits
- Responsible for space projections and future expansion plans basis the current space requirements / shortfall
- Conducting seminars & workshops for vendor engagements

EDUCATION

2020-2023

MBA IN HUMAN RESOURCE MANAGEMENT

K J SOMAIYA INSTITUTE OF MANAGEMENT (PURSUING)

2014-2017

BACHELOR'S IN COMMERCE,

MULUND COLLEGE OF COMMERCE (A GRADE)

2012-2014

HSC COMMERCE,

K.J. SOMAIYA COLLEGE OF ARTS & COMMERCE (85%)

2001-2012

SSC,

SARASWATI VIDYA PRASARAK TRUST (87%)

PERSONAL DETAILS

Date of Birth - 7th Aug'1996

Marital Status - Single

Languages known - English, Hindi, Marathi