**SHWETA KESARE**

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**Career Goal**

Seeking assignments in Business Development preferably in the Investment/Insurance/Finance sector. The job provides a good growth potential & wide exposure to latest technologies fully utilizing my dexterity & abilities.

**Personal Competencies:**

1. Enthusiastic, energetic, adaptable, patient, and friendly.
2. Willingness to learn.
3. Effective communicational skills.
4. Good time management.

**Technical Skills:**

Accounting Tool: Tally 9.0

ERP Base (SAP) in MM Module.

**ACADEMIC DETAILS**

* **B. Sc. (PCM)** from Shivaji Science College, Nagpur University.
* **Higher SSC (Class 12th)** from Maharashtra Board.
* **SSC (Class 10th)** from Maharashtra Board.

**\*** With **12 years** of verifiable track record in\*

**Professional Experience**

**A . CreditAccess Grameen Ltd. (Nov ‘2015 – till date)**

Senior Officer, Nagpur

CreditAccess Grameen Ltd (formerly known as Grameen Koota Financial Services Pvt. Ltd.) is a Microfinance Institution providing a wide range of financial services to the rural poor and low-income households, particularly for women. It is registered with the Reserve Bank of India under the NBFC-MFI category. Credit Access Grameen provides a wide range of products designed in keeping various life cycle needs of its customers such as income generation, healthcare, education, festival celebration, home improvement, water and sanitation.

**Responsibility**

* Recruiting, mentoring &amp; training personnel to deliver quality services in market.
* Maintaining records new joinee details & follow ups for BVC completion within TAT, their ESIC creation form portal and updates bank details in ESIC portal.
* Maintained a Highly motivated team of colleagues and Juniors. Recognized high performance and reward accomplishment.
* Set Goals and KPIs of teams which can be achieve the company vision.
* Cultivating relationships with the Customer for promoting financial solutions &amp; Products &amp;
* Established performance standard & drive timely & accurate customers across processed by team.
* Auditing acquisitions, loan/note acceptance, and overall health of business.
* Accuracy in data reporting & there prompt updating in time.
* Coordinating and managing month-end close.
* Prepare and hosted monthly data reports reviews/analysis for division ad executive management.
* Supervised activities of the MBDF data, including implementing and maintaining policies and procedures.
* Handling other activities like NEFT rejection cases, participate in various survey, Insurance pending cases, follow up with defaulter (PAR) member, various grievances, co-ordinate with 56 branches (36 of Nagpur & 20 of Chhindwara division).
* Co-ordinated the closed process and reconciliation of the operational activities.

**Achievements**

* Since last two years achieving A+ audit score.
* RPC team is always in top 3 position in organizations.
* Processing highest MBDF’s documentation within TAT time.
* Receives appreciations from higher management.
* Reduction trend in documentation errors.
* Amplified horizontal sustenance from Customer, Branches & from field.

**B. Mahindra Logistic Ltd (Apr ’ 2011 – Oct’ 2015 )**

Operations Executive, Nagpur

**Responsibility**

* Generation & Publishing the MIS Parameters across PG’s.(GRN,MPCS,CMRD,BLOCK Stk,UD ect)
* Acquaintance SAP related work, i.e. PCS, GRN generation, and Buying of material through KANBAN System, Conducting various Audits for housekeeping as per 5s.
* Initiating the new training programs & Questioner to cell members & officers.
* SAFETY linked documentation, Trainings, & their audits, conducting diverse tools to make aware to cell members, Focusing to the health of cell member by imminent safety working.
* Involved in Kaizen culture, which involves continuous improvement, paperless office, 5S concept Leading, training and monitoring the performance of team members to ensure efficiency.
* Excellent communication and interpersonal skill. Amicable and adaptable Nature; willingness to accept higher responsibilities & to excel in the assigned job, Self-starter.
* Major contribution in implementation WMS (Warehouse management system).by using HHT (Hand held terminal) system making GRN,PUTAWAY, Bar code scanning, Issuing material on line with WMS system
* Preparing GRN, clearing pull list, On declaration of finish goods etc.

**ACHIEVEMENTS**

* Productively introduced Training program on assorted topics related to fulfillments.
* Contributed towards the execution of 5S Culture, Safety awareness etc.
* Introduced the process of Proper location for each material in store to maintain FIFO (First come first out) & PEEP (Place for everything & everything in Place) and systematic arrangement of store (warehouse project as per 5”s”norms.)
* Contributions in various audits

**C . Monet Marketing India Pvt. Ltd (May ’ 2009 - Apr ’ 2010)**

Admin cum Account Assistant, Haridwar.

Monet Marketing India Pvt. Ltd., one of the leading manufacturing company of quality cosmetics. The company has other offices in Calcutta and Delhi. From Lady Diana Perfume' highly popular all over India, has an everlasting demand. Company’s other products are Passport, Hotshot, Palm Beach, Rare Musk and Ayurvedic Cool Hair Oil and many more.

**Responsibility**

* Updating of all accounting vouchers entry, Batch Issue entry, Delivery Note in Tally.
* Sustain & update the Stocks i.e. raw material and packing material in actual to provide quick information regarding the same.
* Maintain the Production slip, Packing and Raw Material Issue Slip Register. Also ensuring the data filling, information providing, data reporting to concern heads of the department.
* Other responsibilities: Taken active contribution in HR associated issues, providing all MIS reports to the concerned agencies as and when essential.

**D . Mahindra & Mahindra Financial Service Ltd. (Mar ‘06 – May ’08)**

Regional Coordinator and Cashier, Nagpur

A subsidiary of Mahindra & Mahindra Limited, Mahindra Finance is one of India’s leading non-banking finance companies. Focused on the rural and semi-urban sector, company provides finance for utility vehicles, tractors and cars and has the largest network of branches covering these areas. The goal is to be the preferred provider of retail financing services in the rural and semi-urban areas of India, while strategy is to provide a range of financial products and services to the customers through nationwide distribution network.

**Responsibility**

* Maintaining reports on daily basis from all branches of the company within Vidarbha region. These reports then get compiled and sent to RO/ZO.
* Daily downloading of TB and discussing the NPA and business-related issues with BM and AM for better control and proper planning.
* Co-ordination with regional accountant for extracting the useful data for competitive planning for region.
* Maintenance of Repo Stock /NOC Registers for Vidarbha regional level to provide the quick information regarding the same.

**TRAININGS PERFORMED**

* + Talley 9.0
  + 5s
  + OSHAS-18000
  + ISO 14000
  + Q.S. 9000
  + Deming prize
  + TPM
  + Kaizen culture, Continuous Improvement,

**PERSONAL VITAE**

Date of birth : 1st August 1983

Languages known : English, Hindi and Marathi

Marital Status : Married

Permanent Address : 69, Sai Nagar, Godhni Road, Zingabai Takli, Nagpur.