**HARSHADA BHANUSHALI**

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**Seeking assignments in a growth oriented organization**

**AN OVERVIEW**

Certified French A1 at Alliance Francaise de Bombay.

PG Diploma in Management from Welingkar Business School, Mumbai in 2011.

Possess an ability to relate to people across all the hierarchical levels in the organizations.

An effective communicator with excellent interpersonal & relationship building skills.

Endowed with a passion for winning as evinced through demonstrated excellence in the academic & extracurricular areas.

Adaptable and a quick learner; possess skills to work under pressure.

ACADEMIA & CREDENTIALS

2011 PG Diploma from Welingkar Business School, Mumbai

2009 Bachelor in management Studies BMS from Joshi Bedekar, Mumbai

2006 Intermediate from Joshi Bedekar, Mumbai

2004 SSC from Saraswati School, Mumbai

ACADEMIC PROJECT

Title : Business Environment of Enterprise

Organisation : Saint Gobain

Time Period : 2006-2007

Description : Internal As well As External Factors Affecting Enterprise.

BEYOND CURRICULUM

Received Sponsorship for College Fest.

IT FORTE: Conversant with MS Office, Ms-Excel, VLookup, Outlook, MSCIT and Internet Applications.

PERSONAL DOSSIER

Residential Address: Sai park, next to sai mandir, Loni kalbhor post office, loni kalbhor Pune west 412201

Linguistic Abilities: Marathi, English & Hindi

Worked on German company’s MIS project from 2019 till 2021 from home..

**Quintiles Research**

Industry Life science (Leaders in life science research, associated with pharma companies,hospital, universities worldwide.)

**Associate**

June 2017 till 29th Dec 2017

Department: Medical devices (Heart disease cure)

US 4billion $ company

Worked on Continuous glucose monitoring, M12 holter application.

Responding emails across globe regarding users query; maintaining issue log

Routing those certain query to the Internal team, following up with team for closure via cisco calls

For that raising tickets.

Uploading documents in QECG BUILD, SHAREPOINT.

Maintain data base of users in excel.

Email follow up.

Sending user credentials to users

Preparing trackers, handling shipment related reports of trackers,

Software: SharePoint,

**Tata Motors**

**Role** **Associate**

Period April 2015 Aug 2016

Responsibilities: coordinating Across India Officials for pending work to be done by them, Email Follow up, telephonic follow up.

 Ensure proper categorisation and management of organisational documents recording & updating master database, Database management

 Coordinate business meetings for Senior Leadership, ensuring that notes of meeting are well-recorded and important action items are followed up upon;

 Analyze business information for meaningful insights, summarising key messages for communications to management staff;

 Support Senior Leadership in master-plan design and development;

 Prepare professionally written business correspondence that is effective and engaging;

Software: CRM, SAP BO, SAP ERP

**Previous Org: Accenture Services Pvt Ltd**

**Role: Sr. Process Associate (Operations)**

Time Period: Jan 2012 till June 2014

Responsibities: Coordination, Scrutinizing the data, abstraction, Maintaining & updating data master,

 Data mining, classification, data cleanup, creation, validation, integration Data management

 Performing system audit on regular intervals

 Conduct regular reporting related to quality of the data

Referring various reports, responding to client queries

Understand the functional processing

Software’s: SAP ERP, SAP BO, Macro, SQL, JD Edward, MRI, ECM, CITRIX Platform

Skills set: Excel, **vlookup**, Number calculation, client interactions, typing.

**Team leading skills:** Handled a team of 3 members

Responsibility: Assigning task, scheduling, planning task, monitoring members

Information management

Follow up with team for region wise (north, south, west, east) query.

Issue resolution task.

Worked as consultant for UK Company as self-employed.

Completed project successfully.

**Team leading skills:** team management of 4 members.

Assigning task, training members, workflow management, and efficient productivity.

**Last salary : 25000**

**Jan 2018 till March 2018 : Certified French A1 level at Alliance Francaise de Bombay(French Embassy’s institute)**

Thanks,

Harshada Bhanushali