Ankita Thawkar

R-85A, Near New Water Tank, Behind Durga Mata, Panchkameti , Reshimbagh , Nagpur- 440009

Mobile No – 8446617592

Email ID – [ankita28sept@gmail.com](mailto:ankita28sept@gmail.com)

# Objective

Adapt at working to efficiently

achieve organizational goals in both groups and independent environments. Seeks a roll

offering opportunities for long term professional growth &amp; Development.

# Education

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **EXAM** | **SCHOOL / COLLEGE** | | **BOARD / UNIVERSITY** | | **PERCENTAGE** | **YEAR OF PASSING** |
| MBA  (HR & Marketing) | Kamla Nehru College | | R.T.M.N.U | | 72.4% | 2017 |
| B.Sc (Biotechnology) FINAL | Kamla Nehru College | | R.T.M.N.U | | 62.6% | 2015 |
| H.S.S.C. | Major Hemant Jakate | | Maharashtra Board | | 64.83% | 2012 |
| S.S.C. | Tilak Vidyalaya | Maharashtra  Board | | 78.18% | | 2010 |

# Experience

1. **TCS : Senior Process Associates (May 2017 to 01/01/2022)**

* Was Working for Lloyds Bank Uk in the money invest process
* Performed effectively Capital investment process and assigned task. Auditing the various cases performed by the team members and rectify it to the client’s satisfaction

1. **Sanvijay Rolling & Engineering Ltd Nagpur ( 05/01/2022- Till date)**

* Making the SAP report
* Directly reporting to Managing Director.
* Evaluating and monitoring the work performance and progress of others
* Collaborating with managers to plan the work output for the organization
* Aiding in the process of developing and instituting policies, performance goals and objectives
* Studying effective conflict resolution and observing disciplinary hearings
* Creating projects and oral presentations
* Participating in all aspects of the hiring process, including interviewing, hiring and then onboarding/training new employees
* Analyzing company reports evaluating the organization's inventory activity, gross profit and sales
* Identifying trends and then developing recommendations based on the information gathered
* Observing and training with experienced staff to learn about the standards, procedures and methods used to be effective within each department
* Learning about the various functions and operations for all employees, as well as the practices and policies that impact each phase of the business
* Coordinate executive communications, including taking calls, responding to emails and interfacing with clients
* Prepare internal and external corporate documents for team members and industry partners
* Format information for internal and external communication – memos, emails, reports.

# SOFTWARE PROFICIENCY

* MS-CIT
* MS-excel
* Power point
* SAP- SD Module
* SAP – MM Module
* Advanced excel

# TRAININGS & ACHIEVEMENTS

* Appreciated as best Performer in TCS team.
* Recorded highest number of cases attempted successfully in a day.
* Attended seminar by Ebiz.comPvt Ltd.
* Attended 45 days Industrial training at Amul Milk Federation in Kamptee.
* Attended 45 days training of advanced excel, Microsoft & power point
* Implemented planner application of Microsoft to track assigned work

# KEY STRENGTHS

* Polite and friendly
* Field Work Stamina for long hours project.
* Active Learning.

# Extra Curricular Activities

Active participation in each &amp; every cultural activities in school, college & office.

PERSONAL DETAILS

* Date of Birth – 28/09/2022
* Marital status – Married
* Religion – Hindu
* Hobbies / Interests - Listening music, Gardening, Internet surfing
* Languages known - English, Hindi, Marathi

DECLARATION

I do hereby declare that the particulars of information and facts

stated herein above are true, correct and complete to the best of my knowledge and

belief.

* **Place –**
* **Date -**

Ankita Ambarish Thawkar