



Vivek Ramakant Pande

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Date of Birth: 12th March, 1991

Academic Qualifications

Qualification	Name of the Institution	Year	Percentage
Post Graduate Programme in Business Administration	Indo-German Training Centre, Mumbai	2015 - 2017	A Grade
Bachelor of Business Administration	Shankarlal Khandelwal College, Akola, SGB Amravati University	2012	68%
H.S.C. (12 th Std.)	Sri Shivaji College of Arts, Science & Commerce, Akola, SGB Amravati University	2009	67.17%
S.S.C. (10 th Std.)	Mungilal Bajoria Convent, Akola	2007	76.76%

Additional Qualifications

- Certification in Level A1 Deutschkurs from Max Muller Bhavan, Mumbai
- Completed Diploma in Financial Accounting-Tally ERP 9.0 (6 months duration in 2012)
- Certification in 'Introduction to Six Sigma' conducted by L&T ATL

Practical Training as a part of IGTC German Dual Programme

Knorr-Bremse Technology Center (I) Pvt. Ltd, Pune

Jan 2016 – Mar 2016 and Aug 2016 - Oct 2016

Dept: Finance & Controlling

Project Details: To Provide Finance and Controlling Support

- Supported in accountable Management in planning and calculating yearly budget in SAP R/3
- Consolidated budgets, including top-down and bottom-up plans
- Reported on P&L status on a regular term using SEM BCS, OLAP and BI-IP packages in SAP R/3
- Assisted in Statutory Audit , Service Tax Return and Service Tax Refund claim and related activities
- Contributed in preparation of report on forecasting of FC05-2016 of the organization
- Processed Foreign payments / Vendor Payments as per statutory guidelines
- Monthly e-filing of Professional Tax related to employees & TDS return e-filing
- Prepared monthly and quarterly invoices for services rendered during the period
- Coordinated with German counterparts during monthly closing, reporting on P&L and Balance Sheet

Professional Work Experience

Larsen and Toubro Ltd

Accounts Supervisor

Mar 2014 - Jul 2015

- Accounted vouchers of daily cash & bank transactions of employees, subcontractors, suppliers
- Calculated and prepared workmen salary employed in Hyderabad Metro Rail Project
- Prepared bank reconciliation statement and sub-contractor reconciliation statement
- Maintained monthly cash outflow report and expense statement

Infosys BPO Ltd	Assistant Accountant	Jun 2012 - Mar 2014
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- Performed credit analysis of customers applying for post-paid telecom(EE Limited) connections
- Prevented fraudulent activities by applicants by doing necessary fraud and credit checks
- Liaison with fraud department and reported the fraudulent applications
- Monitored quality checks and continuous quality improvement of credit referral team

Academic Projects at IGTC

- Analysed impact of imposition of Safeguard Duty by Turkey on India as a part of WTO project
- Drafted innovative way of advertising Ocean Fruit Water as a part of IMC project
- Researched and studied perception analysis of customers towards 4 famous ice-cream brands in India
- Examined CPFR and CODP concept of Supply Chain Management of Zara, fashion retail brand
- Performed comparative financial analysis of Eicher Motors & Ashok Leyland as a part of FM group project
- Designed a business plan for "Inflated Toys" business in Mumbai as a part of SCM group project
- Studied and presented retail model of QSR "Pancham Puriwala"(a well known brand)in CST- Mumbai
- Coordinated in market survey & creating a business plan for "Opening a Tea Lounge" in Services Marketing
- Developed a business plan for launch and marketing strategy of a marketing communications firm as a part of Marketing Management group project
- Managed and designed space management of parking area for Vulcan Insurance Building, Churchgate as a part of Business Communication group project

Academic Projects During Graduation

Project I

- To study the preferences of families in Akola district towards real estate investments among the various investment options like gold, mutual funds, equity shares, fixed deposits, fixed assets, etc
- A well structured questionnaire (in English & Marathi language) was prepared as a part of exploratory research and for collecting primary data & paired comparison method was used to judge preferences

Learnings:

- Majority of respondents preferred to invest in fixed assets followed by fixed deposits, equity shares, gold and mutual funds respectively
- People likely to invest more in real estate for business purpose rather than personal residence purpose

Project II

- To do the Critical Analysis of Akola Urban Co-operative Bank Ltd. And study bank's position in market based on important parameters like number of customers bank have, innovative products, customer and employee satisfaction

Learnings:

- Employee satisfaction plays very important role in customer satisfaction
- An organisation may be old or new must consider the market requirements, customers demand and self ability to fulfil those requirements. Initiatives on the part of employees as well as management helps in growth and development of organisation

Professional Achievements

- Hosted L&T Hyderabad Metro Rail Project Sports Tournament 2015 for employees
- Formulated and implemented method to save upto Rs. 6000/- per month of L&T on food expenses
- Won “Spot Award For Best Team Member” FY-2012 (Infosys BPO LTD)
- Accomplished 100% Quality Award (Infosys BPO LTD) for 2 consecutive quarters for year 2012-13

Co-curricular Activities and Achievements

- Published and presented research paper at UGC sponsored **National Level conference** on “Banking and Insurance In 21st Century” on topic **“Career Opportunities in Banking Sector”** in year 2011
- Organized district level quiz competition ‘Talento Hunt’ in year 2011” with support from college
- Participated in “1st Parliament of Indian Student Council Leaders” organized by MAEER’S MIT College, Pune on the topic “Developing Grassroots Leadership”
- Won 1st prize in College extempore competition held in college

Interests

- Reading inspirational books
- Listening instrumental music