**** ***ASHWINI BALKRISHNA KADAM.***

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Objective

Seeking a position that offers challenging opportunities, an excellent cooperative working environment to utilize my professional and technical knowledge that will provide a forum for both professional and individual growth.

Education and Certification

* Executive Master Of Business Administration(EMBA) from (NMIMS) SVKM’s Narsee Monjee Institute of Management Studies (2015-2017)

**Specialization Major in Human Resources & Behavioral Sciences & Minor in**

**Operation & Decision Science.**

* Diploma in Human Resources Management from Chetana’s Institute of

Management & Research College in 2007.

* GRADUATION in Commerce stream from Chetana’s College of Arts & Commerce, University of Mumbai in 2005.
* Higher Secondary school from Mumbai Board in February 2001.

Project Detail

To study Human Resources Practices that Impart Supply Chain Functioning submitted in partial fulfilment of the requirements for the award of Executive Master of Business Administration, Project duration 30 days.

Project Description

To study a live process and analyze the system and technique used by Mumbai Dabbawalas. To learn Supply chain management and Human Resource practice experienced by them. To understand the process and obtain knowledge of their working style and their soul “simplicity in work”. Conclusion is ‘If people are not good, the system can collapse’. So people are important. With the help of given project I got in-depth knowledge about the human practices they follow and I also understood their success of achieving set goal is ownership, dedication, communication and Team work.

Computer Proficiency

* Certificate from NIIT Computer Institute, for Diploma in Computers (DNIIT) courses done in June 2007.
* Certificate from NIIT Computer Institute, for courses done in SWIFT MAGIC – I.
* Certificate from NIIT Computer Institute, for courses done in DHTML.
* Certificate from NIIT Computer Institute, for courses done in XML.
* Certificate from NIIT Computer Institute, for courses done in JAVA & VB SCRIPTING.
* Certificate from NIIT Computer Institute, for courses done in SQL2005.
* Certificate from NIIT Computer Institute, for courses done in Global English Speaking.

Key Skills

* Good Motivational and Communication skills.
* Ability to manage multiple Tasks and think strategically.
* Ambitious, Enthusiastic, creative, adaptive and dedicated work.
* Able to work independently and with the Team.
* Zeal to Learn.
* Leadership Qualities and smart working nature.

Curriculum Activities

* **Successfully completion of Six-Sigma yellow belt projects**.
* Timely settling suppliers advance- **Team Leader**
* No overdue suppliers payment- **Team Leader**
* Time reduction in issuing CST Forms - **Team Member**
* Torch Bearer in 5’s committee-**Team Member**
* Worked on successfully implementing ERP Software across department

Career Achievements

* Exceptional ability to organize and prioritize multiple projects.
* Proved to be one of the top employees who submitted every due report before time.
* Accurately reviewed and resolved exception reports as well as researched, analyzed and resolved invoice payments’ transaction related matters.
* Acted as the most trusted and skilled point of contact for all internal cash management inquiries.
* Maintained positive working environment by reporting any unusual and immoral act to the management while maintaining confidentiality.
* Acted as a team leader for several minor accounting projects and brought accurate results strictly adhering to the deadlines for which I was always praised.
* In-depth ability to use Microsoft Office 2013.

***Gyms For All (India) Ltd, Vile Parle (East), Mumbai, India***

***Administration & HR Head***   **Oct *-2019 – Till Date Reporting to Director***

* Team Reporting
* Branch Manager- 7
* Facility - 4
* Designing Internal Department Process and also implementing across the Branches.
* Scheduling maintenance across branches.
* Maintaining MIS
* Vendor Management
* Procurement and Sourcing
* Branding
* Event Management
* Marathon
* Cricket
* Reception
* Employee engagement activity designing and implementation in Branches
* Designing Job Description for Employee in Department as per current scenario.
* New Recruits
* Interview Screening
* Finalization of Employee process
* Procurement and Sourcing

***Sharekhan Ltd by BNP Paribas, Kanjurmarg, Mumbai, India***

***Deputy Manager Administration***  **Dec *-2017 – Sept -2019 Reporting to Vice President***

* Team Reporting
* Front Desk - 7
* Facility - 5
* Project – 4
* Designing Internal Department Process and also implementing across the department.
* Vendor Management
* Travel
* Procurement and Sourcing
* Dispatch
* Cafeteria
* Reception
* Employee engagement activity designing and implementation in department
* Designing Job Description for Employee in Department as per current scenario.
* New Recruits
* Interview Screening
* Finalization of Employee process
* Procurement and Sourcing
* Working on Projects
* Visiting Sites for new office
* Finalizing Vendor for new project
* Finalizing pricing for upcoming projects
* Verifying design and BOQ for projects

***Godfrey Phillips India Limited, Chakala, Mumbai, India***

***Accounts Executive* *Feb-2008– Apr-2013***

***Reporting to Deputy General Manager***

* Bank Reconciliation.
* Handling Quarterly Audit.
* Payroll processing for Executives, staff and workmen.
* Preparing monthly Executives, staff and workers Salary Cheque.
* Preparing MIS report for special imported brands.
* Maintain issue and receipts register on daily basis.
* Maintained Advance record and there by solved queries
* Bill passing and there by solved queries of Vendors.
* Bill passing for contract workmen
* Prepared Receipts of Imported Material.
* Handling Cash.
* Handling all kinds of Bank Payments.
* Handling Custom Duty Online Payments.
* Physical stock taking Audit-Twice in a year.
* Stock Reconciliation.
* Issuing C Forms to Vendors and H Forms to Export material and solved there queries
* Issuing F Form to branches and Maintaining Branch Transfer stock report.

Languages Known

* English (WRS)
* Hindi (WRS)
* Marathi (WRS)

Hobbies

* Travelling.
* Gym
* Listening Music.
* Interaction with people.

Personal Information

Name : Ashwini Balkrishna Kadam

Date of Birth : 26th April 1982

Marital Status : Unmarried/Single