

Shital S. Balgude

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Personal Potential and Objective

- Hardworking, adaptable and self-motivated offering potential for professional growth and achievement through determination and dedication to reach corporate heights.
- A career oriented individual with a creative bent and the capability for optimum productivity and performance.

Professional Experience

Organization : Sintex BAPL limited.

Designation : Assistant Manager- (Project management & MIS)

Duration : June 2018 – Till date

Job Responsibilities:

- Follow up & update between dealers & distributors and sales team
- Punch order with factory from and follow up for delivery on time schedule .
- Checking the available stock and updating with area incharge
- Determines cost of product by establishing standard costs and collecting costing related information.
- Analyzes past and current business performance data vs Budget.
- Creating E-way bills for dispatch of Material on time
- Maintaining customer data time to time and follow-up for customer support.
- Updating customer profile with email id, phone, address etc in SAP
- Daily submission of Sales MIS, logistic support activities
- Attend the customer complaints and forwarding & coordination with service team to resolve the same
- Support in Procurement and distribution of promotional materials
- Scrutiny and clearance of orders placed by customers including credit checking etc
- Follow up of Outstanding Payments
- Increase the market coverage of Company by successfully getting on board the extended business associates (Project Distributors), contributing 10% of revenue generation
- Problem solving acumen has helped me to identify the gaps in various steps of Sales process and simplified the same by creating SOP for my department
- Giving sales forecast month on month (with 85%-90% accuracy) by maintaining and regular follow ups & check on pipeline & CRM data offline and sales team to support sales head.
- Maintaining the pipeline visibility to support sales head with 100% accuracy
- Sharing the BOM to SCM with accurate details thereby ensuring right accessories and raw material to be available on time for production, shipment and hence customer delight
- Responsible for maintaining and preparing data for Monthly ,Quarterly and Annual Reviews

Organization : **BA Continuum India Pvt. Ltd- Bank Of America**, Mumbai

Designation : Team Developer

Duration : April 2015- May 2018

Job Responsibilities:

Team developer: July 2017- May 2018

Bank Of America, lockbox exception queue:

- Processing cheques as per client instructions.
- Assigning lockbox number to documents
- Grouping various envelopes according to instructions list
- Analyzing cheques for payee and remitter
- Processing cheques for negotiability

Senior team member: April 2015- July 2017

Bank Of America, Universal landing zone:

- Deliver quality service and efficient operation support for external customer /clients
- Expert balancer, reconciliation and process cheques items
- Work responsibility with highly confidential information

Organization : **Adecco India Pvt. Ltd. – An associate of Deutsche Bank**, Mumbai

Designation : Operation Executive

Duration : November 2013 – February 2015

Job Responsibilities:

- Processing of RTGS / NEFT requests, Returns & Reconciliation.
- Processing of inward remittances
- Preparation of Service Tax and FCY Conversion Charges and passing on the same to the customer and related reconciliations.
- Various MIS reporting's

Organization : **All India Clearing & Forwarding Pvt. Ltd**, Mumbai

Designation : Account Assistants

Duration : July 2012 – November 2013.

Job Responsibilities:

- Import Export Billing
- Preparation of Container Bonds
- Renewal, Cancellation, Fresh, Tank to Tank Transfer, Joint Bond, Change of Ownership of Tank License Updating.
- Preparation of permission form for Tank to Tank Transfer.
- Basic documentation Updating.

Organization : **Krishna V. Salgaonkar**

Designation : Account Assistants

Duration : FEB -2010 – JUN 2012

Job Responsibilities:

- Reconciliation of Bank Statement
- Handling of cash transaction & Accounting of Cash book
- Verification of Expenses Voucher
- Import Export billing
- Reconciliation of party ledger
- Outstanding payment follow-ups
- Verification of Vendors bill & payment release
- Salary Calculation , Distribution & Reporting

Organization : **SRS Consultancy – An associate of HSBC, Mumbai**

Designation : Junior Executive

Duration : July 2008– Jan 2010

Job Responsibilities:

- Reconciliation of Float Account and customer credits.
- Reconciliation of Branch Working Accounts.

Organization : **Checkmate Consultancy– An associate of Deutsche Bank, Mum**

Designation : Executive

Duration : July 2002 – Feb 2008

Job Responsibilities:

- Reconciliation of Partner Bank funding and follow-up.
- Follow up for the delay in realization of proceeds with the concerned correspondent banks.
- Handling of customer queries as and when required and co-ordination with Helpdesk
- Have handled reconciliation of Bank Nostros for local and upcountry collections and Branch Working Accounts.
- Have handled reconciliation of drawee Bank funding for UCC-ADHOC product and follow up with drawee banks - sending of outstation cheques to the respective locations for realization of proceeds and giving necessary credits to the customers on realization, subject to deduction of the respective charges.

Educational Qualifications

- Bachelor Degree of Arts in Economics & Commerce from Mumbai University Year 2013 with pass class
- Master Degree of Arts in Economics from Mumbai University Year 2020 with pass class

Additional Qualifications

- Excellent knowledge of Cashin – the universal software for Cash Management used by most of the banks
- OnSoftware & Visual Impex
- MS-Office (Word, Excel) & Ms Dos
- Finacle & IDMS
- SAP
- Data Analytics

Personal Data

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| Permanent Address | : Devrathi Banglows, Sec-5, Plot-6 Shree Nagar Wagle Estate, Thane, Mumbai - 400604. |
| Temporary Address | : 4 Kirtidev Soc, Ioc Road, Chandkheda Ahmedabad |
| Permanent Telephone No. | 09892297712 |
| Email Address | : shitalbalgude@yahoo.com |
| Date OF Birth | : 21 th October 1979. |
| Languages | : English, Hindi and Marathi. |

Place: Ahmedabad

Shital S. Balgude