**MANSI BAJPAI**

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Flat No- C1/1601New Hind Mill Compound, Lalbaug, Mumbai

***Professional Synopsis***

* Currently Product Manager in HDFC Bank. Reporting to the Product Head; handling a team of 3
* Masters in Business Administration (M.B.A) from Symbiosis Institute of International Business, Pune with over 36 months of corporate experience in the Banking & financial domain
* Rated ‘Excellent’ and Nominated as the ‘Best communicator of the Dept’ in the year 2013 by the National Business head. Second runner up for ‘Bright Spark Award’ for best performance in the company in the year 2012
* ‘First Rank holder’ and ‘Leader of the Academic committee’ in college. Was awarded the prestigious ‘Master Card Scholarship’ in the year 2013 by Frankfurt School of Finance, Germany
* Awarded the ‘Winner for Area Level Speech contest 2013- Toast Master’s International, Mumbai

***Organizational Experience***

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| **HDFC Bank Ltd, Mumbai (Feb’14 –till present)** |
| **Product Manager- (Agri-SME vertical)** |

* To work with teams in development of new products/schemes, strategy development assistance, and operating models for new ventures/segments of the bank.
* Business Process mapping/Re-engineering: Analyze the business unit’s financial process, documentation and improving TAT for various business processes, BRD development & UAT testing
* Driving periodic reviews – Quarterly, Annual Budgeting exercise and strategic reviews. Developing MIS/Reports/Dashboards on portfolio health and presenting to Senior Management.
* Business division planning & Account profitability reporting and forecasts on volume of sales, cost and profit margins
* Product Note development, knowledge management, Imparting Functional trainings to business & Operations, Sales Support to Business team

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| **Larsen &Toubro Finance Ltd, Mumbai (May 2011- Feb’14)** |
| **Asst. Manager- Product & Strategy** |

* Product Development: Commodity finance, Dairy finance and Demat funding in the Rural Enterprise finance dept.
* Preparation of Product & process notes; circulation of process related communications
* Auditor for monthly audits and compliance checks, Loan utilization checks, tracking debtors & legal cases.
* Mitigating risk through managing various expiries, Mark-To-Market process, and Issuing Margin Calls
* Provide support to sales and coordinate with Operations, Collateral managers, IT and legal depts.
* Preparing reports on Industry developments and Commodity outlook
* Designing functional training modules after identifying requirements from branches and liaison with training team for imparting the same

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| **L&T Finance Ltd, Pune Branch** |
| **Senior Executive – Sales & Business development (Pilot Projects)** |

* Executed dairy value chain finance project implementation as pilot in Maharashtra state
* Facilitated Quarterly Cluster-wise Business Plan preparation
* Conducted Surveys and Marketing Events in Pune and Ahmednagar region of Maharashtra for Business development.
* Facilitated signing up of MoUs with the key players and conducted various dealer meets.
* Was responsible for business development of Microfinance product in Pune branch

***Summer Internship Project***

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| **Summer Trainee, Perfetti Van Melle, Gurgaon (May – July 2012)** |

* To Study the fixed asset register of the company
* To study the inventory management practices of the organization.

***Academic Qualifications***

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| **Course** | **University** | **Grades** | **Year** |
| **MBA (Int.Bus.)** | Symbiosis Institute of International Business , Pune | 2.84/4 | 2009-11 |
| **SME Finance** | Frankfurt Institute of finance, Frankfurt Germany | Passed | 2013 |
| **B.S.c.(Biotech)** | B.N. College ,Udaipur, Rajasthan | 78% | 2006-09 |
| **H.S.C** | Emmanuel Mission School, Kota | 82.5% | 2005 |
| **S.S.C** | DAV Public School ,Gurgaon | 84% | 2003 |

***Professional Certifications***

* MCX (Multi Commodity Exchange) Certified Commodity Professional.
* NCFM Certificates: Commercial Banking and Financial Markets.
* Certified in Credit Rating Analysis from CRISIL
* Certification in Export Marketing from MSME (Ministry of Micro, Small & Medium Ent.)

***Key Achievements***

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| **2013** | **Awarded with the Master card Scholarship for SME financing course in Germany** |
| **2013** | **Best Speaker at Area & District Level speaking contest, Toast master’s club, District-41** |
| **2007** | **College Topper in B.N. College and Third at university level** |
| **2008** | **Best Student of call centre communication in summer school org. By RAJASTHAN PATRIKA.** |

***IT Forte***

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| * Expertise in **MS Office, MS Project, Advanced Excel**. * Working knowledge of IT applications in banking domain- **Qlikview** and **CITRIX** etc. * Knowledge of **DBMS** and **FINACLE**. |
| * Knowledge of **SAP ERP** (Financial Accounting, Material Management, Sales & Distribution Module). |

**DECLARATION**: I hereby declare that the information furnished above is true to the best of my knowledge and belief.

MANSI BAJPAI