

AAKANSHA A VAISHYA

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ASPIRING MASTERS OF BUSINESS ADMINISTRATION

OBJECTIVE

Aiming to obtain the position of an Efficient Performer in an organization that will give me an opportunity to Exercise on my knowledge and skills in an innovative manner.

EXECUTIVE SYNOPSIS

- ✓ Skilled in Preparing Financial Statements, Cash Flow Statements and monitoring day to day and general accounting functions of company.
- ✓ Good knowledge of developing Standard Operating Procedure and Flow Charts.
- ✓ Well versed experience of Training the new recruits and handling a team wisely.
- ✓ Experience in preparing Daily and Monthly Reports.

PROFESSIONAL EXPERIENCE

Duration	Organization	Role
Jun '17 – till date	Tata Consultancy services	Financial Plan Manager
Apr '16 – Dec '17	Veena Tutorials	Teacher – Mathematics
Apr '16 – May '17	Podar International School	Trainer – Creative Department
Apr '15 – Mar '16	Podar International School	Office Assistant

As FINANCIAL PLAN MANAGER – AT TATA CONSULTANCY SERVICES (TCS), MUMBAI:

- **Dealing and Coordinating with USA Client** – TIAA-CREF (Teachers Insurance and Annuity Association - College Retirement Equities Fund).
- **Core Handling** – Investments, Banking and Insurance.
- **Functions** - Making new plans, policies and maintaining existing plans for client. Patterning the Fund Lineup Changes (FLC). Updating the requirement plans in Omni and Plan Manager as per Client requirements.
- **SOP (Standard Operating Procedure)** – Making and updating of SOP's as well as maintaining accurate and clear documentation for operational procedures.
- **TAT/SLA** – Handling the work flow, client queries, new updates and resolving the same as per the TAT/SLA.
- **Work Allocation** – Assigning of daily work to the team. Also keeping the track of work on hourly basis.
- **MIS and Reports** – Preparing MIS and publishing reports on daily basis.
- **Trainer** – Imparting training to new recruits.
- **Team Meetings** – Conducting daily team huddle.
- **WBT'S** – Going through mandatory trainings and sessions on monthly basis.
- **TCS Activities** – Invented various Days and fun activities, and also conduct it on monthly basis.
- **Office Projects** - Designed various office display Modals and Projects.

As TEACHER – AT VEENA TUTORIALS, MUMBAI:

- **Subject** – Major: Mathematics (X to XII). Minor: Accounts, OC, Economics, etc.
- Evaluation Of students Studies and work.
- In charge of making question papers as well assessing those papers.

As TRAINER –AT PODAR INTERNATIONAL SCHOOL, MUMBAI:

- **Trainer in Creative Department** – Art, Origami, Junior science, Games, etc.
- Able to manage 15 to 20 children strength at a time.
- Designed various schools display Modals and Projects.
- Held various events and workshops.

As OFFICE ASSISTANT –AT PODAR INTERNATIONAL SCHOOL, MUMBAI:

- Data Entry and maintaining office books of records.
- Introduced the clients with the school, faculty, curriculum, etc.
- Conducted interviews of parents.

SCHOLASTIC CREDENTIALS

- **Master of Business Administration in Finance** from ITM Edu-Tech (Pursuing).
- **Masters of Commerce in Accountancy** from Mumbai University in 2019, with 70%.
- **Bachelors of Commerce** from S.I.E.S College of Commerce and Economics (Mumbai University) in 2017, with 77%.
- **Higher Secondary Certificate** from S.I.E.S College of Commerce and Economics (Mumbai University) in 2014, with 75%.
- **Secondary School Certificate** from A.M.K.R. Premier High School (State board of Maharashtra) in 2012, with 71%.

- **Academic Highlights:**
- Attained highest score in Mathematics, Accounts and Costing throughout the education tenure.
- Represented myself in Intercollege Chess Competition and stood 3rd.
- Certifications in Extracurricular activities, Sports and Workshops.
- GTT Training Sessions (Held by Barclays).
- Certified Junior IT.

PERSONAL DOSSIER

- **Date of Birth** : 01nd March, 1997.
- **Languages Known** : English, Hindi, Marathi and Punjabi.
- **Marital Status** : Single.
- **Mailing Address** : GTB Nagar, Sion.