

# SHAILESH RAMESH MARU

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## Summary

Experienced Professional with over 5 years of experience in management. Five years of Administration and Auditing. Possess strong analytical, leadership and communication skills. Able to meet and exceed goals in any environment.

## Areas of Expertise

MS Office  
Vendor Management  
Housekeeping Management

Office Management  
Business Administration

Strategic Planning  
Records Management

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## PROFESSIONAL EXPERIENCE

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### **HGS INTERNATIONAL SERVICES PRIVATE LIMITED, MUMBAI, INDIA**

Internal Auditor & Administrative Manager in **DBS Bank**, July 2017 - December 2018

#### Key Responsibilities for Audit

- Undertake audit projects to provide reliable and independent assurance.
- Identify and assess potential risks in accordance with current regulatory and statutory requirements.
- Establish and build relationships with senior stakeholders to educate the business in the control framework and influence business processes.
- Define and develop Continuous Auditing requirements.

#### Key Responsibilities for Administrative

- Responsible for all matters related to administration.
- Maintain Fixed Asset Register.
- Maintaining documents, billing coordination with accounts, details of all cancellation and change in dates
- Maintaining stock and providing stationary within Audit Premises
- Arranging all Audit events
- Managing office supplies, pantry supplies and refreshments regularly
- Arranging for visa, tickets & travel accommodation
- Vendor management

### **ITM GROUP OF INSTITUTES. NERUL, MUMBAI.**

Academic Coordinator from March-17 till June-2017

#### **Duties & Responsibilities: -**

- Assists the Central General Registrar with daily office responsibilities.
- Making Consolidated Centralized MIS report (on roll Students, Fees, staff, exam & placement details)
- Assists staff in resolving complex residency, admissions and registration issues.
- Issue transcript marks sheet and degree certificate.
- Compiles training materials for a new staff member.
- Submits and maintains files in a storage facility.
- Verifies enrollment for all students to include eligibility criteria.
- Submits and maintains campus wise discrepancy list.
- Plans and directs the campus wise internal audit program; conduct internal audits; examines financial aid records, procedures, operational and accounting systems of the ITM Group.
- Establishes policies for the auditing activity and directs its technical and administrative functions; maintains audit procedure manuals.
- Develops and executes a comprehensive audit program to evaluate management controls overall financial activities.
- Reviews all reports of examination and related working audit.
- Prepares Half yearly audit schedule of the Internal Audit Department.
- Performs other duties as assigned.

### **ALTFORT CAPITAL ADVISORS PVT LTD. NARIMAN POINT, MUMBAI**

Assistant Manager Administration, March 16 - Nov-16

- Responsible for all matters related to the Operations and Administration.

**ENRICH SKIN & HAIR SOLUTION PVT LTD. MUMBAI.**

Salon Executive from Aug 2015 - Feb 2016.

**Duties & Responsibilities: -**

- Managing client appointments.
- Keep up with the demand of clients. Managing salon personnel.
- Setting targets for beauty therapists.
- Managing, motivating and training a small team of Stylists. Resolving guest complaints or issues.
- Managing and forecasting retail stock levels.
- Organizing promotion and marketing campaigns.
- Ensuring high standards of hygiene, cleanliness within the salon.
- Identifying staff training requirements.
- Analyzing weekly and monthly sales figures. Controlling salon expenses.

**SITA INFOBYTES SOLUTION PRIVATE LTD. GOVANDI, MUMBAI.**

As "Back office Executive" later Promoted to "General Manager" from June 2012 to July 2013.

**Duties & Responsibilities: -**

- Calling Existing Customer, Cold Calling New Customer for Promotion and sales of products.
- Data Entry in company Website.
- Preparing Quotations, Invoices and Purchase Order for the existing products and services.
- Contacting the new publisher and arranging for sales.

**General Manager: -**

- Leading and directing employees.
- Manage Staff & preparing work schedules.
- Assigning specific duties.
- Overseeing all administrative functions & Increasing management effectiveness by hiring and training new employees.
- Weekly meeting to discuss specific roles and duties.

**PAREKH SHAH & LODHA (BKC ADVISORS). ANDHERI, MUMBAI**

As a Junior Auditor (Trainee) from Jan 2011 to May 2012.

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**EDUCATION**

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- (PGDFM) Post Graduation Diploma in Finance Management, Mumbai University, Maharashtra, NH April 2017
- (B.Com) Bachelor of Commerce, Mumbai University, Maharashtra, IN May 2015

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**DECLARATION**

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I hereby declare the information given is correct to the best of my knowledge & belief. I understand that any wrong information makes me liable for dismissal forthwith.

Shailesh Maru