

Pallavi Mardolkar

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PIN-560100

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Career Objective:

A highly motivated person with ability to acquire a challenging position in an environment where I can develop my skills and education with positive attitude. Seeking the organizations offering responsibility and opportunities for my progression as well as for my knowledge.

Educational Qualifications:

Degree	University or Board	Name of the institution	Year of passing
B.Com	Karnataka University, Dharwad	Bangur Nagar Degree College, Dandeli	2014

Experience:

- ✓ Currently working with "Infosys BPO Ltd" as "Senior Process Executive", since Jan 2017.

Roles & Responsibilities:

- Gathering Information of financial data required for estimating company's financial position.
- Analyzing the report like Income Statement, Cash Flow Statement and Balance Sheet provided by the company (Broker).
- Delivering excellent customer service to internal stakeholders.
- Estimating Company's Annual, Semi Annual and Quarterly Profits.
- Working on Bloomberg financial research tool.
- We help to Investors when deciding whether to buy or sell stock

And

Financial Reporting & Fundamental Analysis (Accounting Base)

- Analysis of financial reports of the companies (Press Releases, 10 Q, 10 K, Annual & Interim Reports).
- Primary role is to produce errors free data within the specified time and meeting the production deadline to ensure the product compliance on daily basis
- Capture share related data, voting rights, no. of shares outstanding etc.
- Analyzing the effect of any right issue, share splits on the shares and effect of Mergers & Acquisition.
- Providing major financial data such as Normalized earnings, Earnings per share (Basic EPS & Diluted EPS) & Dividend per shares, Common Shares Outstanding, Book Value, Net Value, Percent tax, Derivatives etc.

Technical Skills

- ✓ Proficient at MS-Office(Excel, word, PowerPoint)
- ✓ Typing (30wpm).
- ✓ Internet Browsing.
- ✓ ERP Software's- SAP FICO & Tally ERP 9.0

Other Skills

- ✓ Excellent interpersonal and applicant assessment skills.
- ✓ Ability to develop propose and implement strategies and plans.
- ✓ Sound knowledge of Accountancy.
- ✓ Good analytical skill.
- ✓ Positive attitude.

Personal Traits

- ✓ I develop a positive work environment.
- ✓ Ability to work in any sort of work environment.
- ✓ I am goal oriented.
- ✓ Excellent problem solving skills.

Hobbies and interests: Playing Sports, Reading Books, Listening Music and Singing.

Personal details:

Father's name : Pradeep Madadolkar

Mother's Name : Kalpana Madadolkar
Date of birth : 12th April, 1993
Gender : Female
Languages known : English, Hindi, Kannada, Konkani.
Phone No : +91 7338562688
Marital Status : Single
Nationality : Indian
Passport : Yes
Driving License : Yes

Declaration: I hereby declare that the information furnished above is correct as per my knowledge.

Date:
Place: Dandeli

Your's Faithfully,

Pallavi Mardolkar