

## **RESUME**

Ms. Shradha Vijay Havaladar  
9, Sharadsneh, Left Bhusari Colony,  
Kothrud, Pune - 411 038  
Mo +91 9011056460  
havaladar.shradha@gmail.com

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**To facilitate in achieving organizational goals by continuously learning, developing and honing my skills, leading to a sustaining professional, personal and social growth.**

- Team Person
- Positive Attitude
- Self- disciplined
- Ability to Learn, Unlearn & Re-learn

### **Executive Summary:**

Associate Company Secretary having completed training in Listed company, looking for job opportunity in Company preferably in Pune; having experience of over 9 years of marketing and finance Industry.

### **Work Experience:**

- **Company: Bajaj Holdings & Investment Limited (BHIL), Pune**  
**Designation: Company Secretary Trainee      Period: May 2016 to August 2017**

BHIL, an investment company, incorporated in 1945, registered as Systemically Important Non Deposit taking NBFC. It is amongst top 100 listed entities and Bajaj Auto Ltd & Bajaj Finserv Ltd are its associate companies.

### ***Responsibilities handled-***

- Various compliances pertaining to NBFC, Insider Trading, Takeover code etc.
- Assisting in E-voting for and on behalf of Bajaj Holdings & Investment Ltd.
- Assisting in preparation of Annual Report
- Maintaining of dividend payment records on monthly & quarterly basis
- Pre-and post-compliances of Annual General meetings
- Preparing and maintaining the documentation for appointment & resignation of Director and filing of required forms
- Aiding in preparing Notices, resolutions & minutes of Board and Committees Meetings
- Maintaining statutory books, including registers of members and directors
- Preparation, Maintenance and custody of various statutory records of the company
- Filing of e-forms with ROC under the Companies Act, 2013
- Retrieving various information from MCA site

- Dealing with Stock Exchange for filing returns and other regular correspondence for a listed Company
- Assisting in issue of duplicate share certificates and transmission of Shares
- Liaising with Registrar of Companies, Stock Exchange, NSDL, CDSL

➤ **Company: Tata Capital Financial Services Ltd, Pune**

**Designation: Asst. Manager**

**Period: August 2014 to March 2016**

***Responsibilities handled-***

▪ **Daily Work Management:**

- Daily business reporting to National Head
- Handling PAN India TA portfolio of TCFSL, Tractor Finance
- Preparing & Circulating various business MIS to concerned
- Handling General Insurances & Death claims

➤ **Company: Mahindra & Mahindra Ltd, Tractor Division, Pune**

**Designation: Asst. Commercial Executive**

**Period: December 2007 to August 2014**

***Responsibilities handled-***

▪ **Business Planning:**

- Monthly targets of dealerships, keeping outstanding within securitization limit
- Preparing Event Calendar, its implementation and costing.

▪ **Commercial activities**

- Maintaining and validating of Bank Guarantees expiring on monthly basis.
- Uploading of incentive schemes on portal/SAP & preparation of payouts after verification of supporting documents.
- Correspondence with channel partners thru letters/Email.

▪ **Area Office Administration work**

- Daily Business reporting to Senior Management pertaining to BDRC.
- Maintaining record of MOUs, Channel Partner Agreements and Related Party Agreements, record of legal documents.
- Checking, verifying & processing of Attendance & claims submitted by field officers.
- Inventory Management of Sales promotional material.

**Career Highlights/Achievement**

- Successfully cleared various Area Office Incentive Schemes & customer schemes in season period like LCD scheme in F12, Boli Lagao, Salesmen Dhamaka, Laptop Schemes etc.
- 100% Bank Guarantee Validation & 100% online processing of Channel Finances.
- Shifting of all official record from manual to digital form.

**PERSONAL INFORMATION: -****Educational Details**

Year	Examination	Board/University	Class
2015	CS Professional	ICSI	Pass
2010	M.com	Pune University	Second
2006	B.Com.	Pune University	First
2003	HSC	Aurangabad Board	Distinction with Merit
2001	SSC	Aurangabad Board	Distinction

**Technical Skill**

- Completed MS-CIT Computer course of Maharashtra Government with Distinction.
- Advance Excel Training by Mahindra & Mahindra Ltd.
- Proficiency in Windows Microsoft Outlook, Word & Excel.

**Certificates**

- Awarded 'Best Participant' & 'Best Female Presenter' in 27<sup>th</sup> Management Skill Orientation Programme (MSOP) batch.
- Certificate of participation in Mock WTO event held at World Trade Centre, Mumbai.
- Certificate of Merit in HSC Examination.
- Sports Certificates in Table-Tennis, Chess, Athletics etc.
- Various certificates in Extra-Curricular Activities.

**Personal Details**

**Name** Ms. Shradha Vijay Havaladar  
**Date of Birth** 19<sup>th</sup> November 1985  
**Gender** Female  
**Nationality** Indian  
**Languages Known** Marathi, Hindi and English  
**Status** Married  
**Spouse Name** Mr. Dipesh V Pachlegaonkar

**Hobbies**

- Reading Novels
- Playing outdoor games

I hereby confirm that the information given is accurate and true to the best of my knowledge.

Place: Pune

Ms. Shradha Havaladar