

Mrs. Arti Shivanand Thakur

A-1802, Riverdale Heights, Survey No, Taluka –Haveli, 17/1, Revenue Village, Kharadi, Pune, Maharashtra - 411014, India. ☐ : 91-09900513111, mail: arti.pilgaokar@rediffmail.com

DOB: 7th Feb. 1977

Summary :

- 9 years and 6 months of experience in finance companies and banks
- Good knowledge of finance & accounting domain and banking practices
- Proficiency in Advanced MS Office, Tally, and Zoho Books
- Excellent inter-personnel, communication, analytical, and team management skill

Educational Qualifications :

- Bachelor's Degree in Commerce from the University of Mumbai
- Diploma in Banking from Welingkar Institute of Management, Mumbai
- Post Graduate Diploma in Financial Management from Welingkar Institute of Management, Mumbai
- MBA (Finance) from Sikkim Manipal University
- Certification in Financial Modeling from Simplilearn
- Post Graduate Diploma in Business & Corporate Law from Symbiosis, Pune
- Certifications in Financial Risk Management, International Finance, IFRS, and Financial Valuation from Vskills
- Certification in Business Taxation from the Center for Investment Education & Learning, Mumbai
- Certifications in Internal Audit & CFO Leadership Program from Udemy
- Certificate in Financial Analytics from Great Learning
- Pursuing CMA Program from The Institute of Cost Accountants of India

Tools known :

- Financial / Software tools – MS DOS, Windows, MS Office (Word, Excel, PowerPoint), FoxPro, MS Access, MS Visual Basic, Tally.ERP 9, Zoho Books, SAP FICO, Power Query, Power BI, Python/SQL Programming

Work Experiences :**Experience at Breakout, Bangalore (Virtual)**

- Tenure** : Jul. 2022 to Oct. 2022
- Work Profile** : Worked as an Accountant & Reporting Analyst
- Role / Contribution** : The profile included tracking and recording daily expenses, classifying and maintaining vouchers and invoices, reconciling data on revenue and expenses, tracking and maintaining attendance, MIS, and other employees reports and also tracking and documenting customer information. Recording Accounting Entries in Tally ERP 9 was a crucial part.

Experience at Ananta Resource Management, Mumbai (Virtual)

- Tenure** : Jan. 2022 to Aug. 2022
- Work Profile** : Worked as a Junior Accountant
- Role / Contribution** : The Profile included carrying out data entry of books of Accounts into Zoho Books, Tally and Quick Books, working on making various MIS reports, Budgeting and Planning, also giving Presentations on different Apps. It also includes attending Training Sessions and working on Advanced Excel (including Power Query/ Power BI), GST, TDS, Bank Reconciliation, etc.

Experience at GS Analytics Pvt Ltd., Udaipur (Virtual)

- Tenure** : Dec. 2021 to Mar. 2022
- Work Profile** : Worked as an Equity Research Analyst
- Role / Contribution** : The Profile included analyzing relevant material from Annual Reports, Regulatory Filings and Company Presentations to improve understanding of the Company's Business, forecasting the US Company's Financial Results based on your assessment, writing a brief report on the Company's Prospects as a potential investor.

Experience at DC Ikigai Pvt. Ltd., Mumbai (Virtual)

- Tenure** : May 2021 to Aug. 2021
- Work Profile** : Worked as a Financial Analyst (Sub-Lead)
- Role / Contribution** : Worked with Parameter Database and Financial Modeling teams to provide Analytical, Reporting, and Project support for data-driven decision-making on a consistent & timely basis and to produce monthly reports, which include Key Metrics, Financial Results, and Variance Reporting along with relevant commentary. Ownership and monitoring of Operational Reporting processes, performing Analysis of Financial Data, Transactions, establishing links between Financial Statements, preparing Presentations and performing Sensitivity Analysis were other jobs to perform.
Also worked with Audit and Assurance team to conduct risk analysis for performing Audit and identify where systems are lagging and recommend controls. Created models to identify flaws in the system as per benchmarks given by Audit Standards.

Experience at Kotak Life Insurance, Mumbai

- Tenure** : Apr. 2011 to May 2012
- Work Profile** : Worked as a Customer Service Executive
- Role / Contribution** : The job profile included interacting with customers and various Internal Departments to resolve queries relating to E-Insurance, preparing daily and monthly activity report, arranging team meetings and discussions with management level to understand product details and team strategies for achieving productivity and making improvements in the system.

Experience at Bajaj Capital Ltd., Mumbai

- Tenure** : Jan. 2010 to Apr. 2011
- Work Profile** : Worked as a Client Service Officer
- Role / Contribution** : The job profile included interacting with clients regarding investments in mutual funds, fixed deposits, and insurance schemes & creating their portfolios to review & analyze Financial Planning. Interacting with Asset Management Company was a major part of the job. We were using tools like Talisma for successful business orientation. Preparing the MIS and Activity Report on a daily and monthly basis, managing the team, and motivating them were other activities.

Experience at ICICI Bank, Mumbai

- Tenure** : Dec. 2008 to Jan. 2010
- Work Profile** : Worked as a Phone Banking Officer
- Role / Contribution** : The job profile included interacting with Bank's existing clients regarding Short-term or long-term Financial requirements, suggesting to them the suitable products to fulfill those requirements.

Experience at ICICI Home Finance Ltd., Mumbai

- Tenure** : May 2004 to Feb. 2008
- Work Profile** : Worked as a Finance Executive
- Role / Contribution** : The job profile included reviewing the Home Finance documents and coming up with solutions to support the system, using banking tools like Finnacle (CRM), Finnore for operations of service departments. The profile also involved in interacting with clients to understand their needs & supporting the team to implement banking solutions.

Experience at Saraswat Co-Op. Bank Ltd., Mumbai

- Tenure** : Nov. 2001 to Apr. 2002
- Work Profile** : Worked as a Clerk
- Role / Contribution** : The job profile included doing banking operations such as Clearing of Cheques, updating Banking Transactions, dispatching the documents as per customer requirements.

Experience at Unit Trust Of India, Investor Services Ltd., Mumbai

- Tenure** : Mar. 2000 to Sept. 2000
- Work Profile** : Worked as an Office Assistant
- Role / Contribution** : The job profile included performing Scheme Operations and handling queries of investors about the services of the company.

Languages Known :

English, Hindi, Marathi