



Full Name: Aishwarya Sanjay Gaikwad

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Video Resume: -

Permanent Address:

A-703, Agarwal Paradise, Vrindavan Township, New Viva College Road, Virar (W) - 401303

Career Objective

A motivated person seeking to work in challenging environment. Having good communication skills and desire to learn and grow in the industry. Using my academic knowledge and bring value to the organization through hardwork and dedication.

Managerial Skills:

- Team building
- Good listener
- Curiosity and eagerness to learn

Technical Competencies &

Additional Certifications:

- MS – CIT, Tally and Typing,
- Digital Marketing
- Omni channel Marketing

Languages Known:

Hindi, English, Marathi

Interests and Hobbies:

- Dancing
- Singing songs
- Reading books

Academics

Course	Institute & University	Year of Passing	CGPA/ Percentage
MMS (Marketing)	Aditya Institute of Management Studies and Research & University of Mumbai	2024	Pursuing
M.Com (BAF)	Patkar College & University of Mumbai	2018	74.40
Graduation (BBI)	Patkar College & University of Mumbai	2016	65.42
12 th CBSE	Muljibhai Mehta International School & Delhi Board	2013	75.60
10 th CBSE	Muljibhai Mehta International School & Delhi Board	2010	78

Corporate Exposure

Work Experience

Vasai Janata Sahakari Bank Limited

Duration: 09 Months

Designation: Clerk

Job Profile: Operations like transfer of cheques, clearing cheques, printing passbooks, issue cheque book, payment like NEFT and RTGS, managing customer grievances and queries, documentation for loan procurement.

Work Experience

Kotak Mahindra Bank

Duration: 1 year 7 Months

Designation: Support Executive

Job Profile: Managing customer query and grievances, reimbursement of claim expenses, maintaining record of exit withdrawn and resigned employees, reimbursement of meeting expenses, reviewing process of reimbursement, screening and checking of expense claims.

Work Experience

Satish Enterprise Private Limited

Duration: 1 year 2 Months

Designation: Support Executive

Job Profile: Maintaining records and passing bank entries, managing compliance of National Stock Exchange, passing of petty cash entries and purchase bills, preparation of ITR filing and maintain capital gains records.

Summer Internship

Duration: 02 Months

Fintech Education

Project Title: How do SEO Tools affect Client Satisfaction?

Projects & Assignments

- Interview Projects on Hero Honda, Café Coffee Day and Dominos.
- Case Study on Bank of India and United India Insurance Company Limited.
- Case Study on Trichy Police.

Co-Curricular Activities

- Volunteering at Muskurahat Foundation for fundraising and for Institute Social Responsibility at Innerwheel Forest.
- Attended Microsoft Power BI workshop.