

Swati Kadam

Flat No. 1, Rahi Pearl, Gokul Nagar, Nr. Dhaneshwar Shala, Dhanori Road, Pune – 411015 (M.H.)
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OBJECTIVE: To obtain high level of excellence in growth oriented organization and to utilize my potential and skills efficiently to achieve organizational objective.

PROFESSIONAL EXPERIENCE (1+ Year)

- Working as **Trainee Transaction Processing Officer** at Mphasis, Pune.

Client TD Bank, –for General Ledger Accounting And Internal Account Reconciliation

General Ledger reconciliations process includes reconciling the 15 odd GL's of the TD bank i.e. GL relates with mainly suspense, mortgages, loans, mutual funds, wire payments, bill payments etc.

Internal accounts reconciliations process includes reconciling the TD Bank Transits internal accounts i.e. Customer term accounts, Close account.

Escalation: For reconciliation we send the escalation to concern person.

Analysis: Analysis the root cause of unrecognized General Ledger accounts.

Reporting: Preparing different reports of unrecognized GL accounts and the reason for the clients in excel sheets

- Worked as **Management Trainee** with Sanghi Brothers, Indore for 1 year.

AREAS OF EXPERTISE

- Reconciliation of Accounts.
- Management Information Systems(MIS)
- Good communication skills.
- Proficiency on MS Excel and Internet.

ACADEMIC QUALIFICATION

- **MBA (Finance & HR)** with **67%** from MIT, DAVV, Indore (MP).
- **B.com** passed with **66%** from DAVV Indore in 2007.
- **H.S.C.** M.P. Board passed with **75%** in 2004.
- **S.S.C.** M.P. Board passed with **64%** in 2002.

COMPUTER LITERACY

- Proficiency on MS Excel and Internet.

MAJOR RESEARCH PROJECT

"A Comparative study of public sector & private sector bank's credit process"

EXTRA CURRICULAR ACTIVITIES

- Organizing cultural event in college
- Participating in various cultural events.
- Attended & presented various seminars.

PERSONAL INFORMATION

Name	:	Swati Kadam
Husband's Name	:	Mr. Dhaval Kadam
Father's Name	:	Mr. Mahendra Thoke
Gender	:	Female
Date of Birth	:	10, Feb, 1988
Nationality	:	Indian
Marital Status	:	Married
Language's Known	:	English, Hindi & Marathi

STRENGTHS

- Dedicated
- Confident
- Honest
- Punctual

HOBBIES

- Dancing
- Listening music
- Painting

DECLARATION

I here by declare that the above information given is complete and correct best of my knowledge.