

# GANESH R. BHILARE

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## PROFESSIONAL SUMMARY:

Ready to accept challenges in achieving the goals and update myself with changing Pace. Seeking suitable position in a professionally managed organization, where my skills will be utilized for the growth of the organization

## KEY SKILL

✓ EXCEL

✓ SAP

✓ BASIC POWER BI

✓ BASIC SQL

## PROFESSIONAL EXPERIENCE:

BP WEALTH (STOXBOX DIGITAL)

Senior Executive | DEC 22 - Present

- Develop and maintain management information systems (MIS) reports and presentations that provide accurate and timely financial information to key such as senior management and department heads.
- Generate, maintain & analysis daily/ weekly/ monthly/ yearly reports.
- Co-ordinating & follow up with marketing team, business team & sales team for MIS related queries.
- Maintaining & updating Multiple large databases in structured format for ready to use in Excel Creating.
- Provide recommendations to update current MIS to improve reporting efficiency and consistency.

HDFC BANK (HDB FINANCIAL SERVICES)

OFFICER - PROCESSING | MAY 21 - DEC 22

- Generate, maintain & analyse daily/ weekly/ monthly/ yearly reports on various KPI's
- Publishing business performance dashboards for the product.
- Co ordinating & follow up with BIU Finance for MIS related queries
- Performing regular check as per checklist and highlight the trigger like rate issue, high income then calling TFSM and confirming the validity, missing cases, daily trends of txns.
- Zonal head coordinator maintain , prepare & publish zonal head region wise ASH
- TSH TFSM. Prepare PPT as per Zonal head region wise.

## THOMAS COOK INDIA LTD

Senior Executive | Oct '19 - Oct '20

- MIS Preparation In GST Payment.
- Coordinate With Internal & External Team.
- Upload daily Basis Air Trips, Credit Note Cancellation.
- BTA file. BTA Submission ( Air & Non-Air)
- Resolve Queries.

## EDELWEISS BROKING LIMITED

Account Executive | Jun '18 - Oct '19

- Code Creation.
- Update Regular Entries in Software. (DLS/CIP)
- Client Mapping.
- Account Closing.
- Create a Report & Publish MIS.
- Documents Verification.
- Client Sharing.
- Co-Ordinate with Internal Teams.
- Submit Regular Status Report.
- Handling Complaints and Concerns.
- Maintaining an Accurate and Updated Database of Client Information.
- Supporting Account Management Team With Additional Task as needed

## YES BANK

MIS Executive | Sep '16 - May '18

- Checking logged files received by mail from CAM Department..
- Updating the files in TRACKER SYSTEM.
- Sending files to Checking Department after getting approval from CAM Department
- Maintaining record of Discrepancies/Hold/Okayed files sending to the Disbursement.
- Updating Disbursement Summary in TRACKER SYSTEM and Publishing the MIS to mail and Online System.
- Consolidating the data for daily, weekly, and monthly MIS.
- Co-ordination with team on daily basis.

CMS

Cashier | Feb '15 - Feb '16

- Receive payment by cash, check, credit cards, vouchers, or automatic debits
- Issue receipts, refunds, credits, or change due to customers
- Resolve customer complaints
- Calculate total payments received during a time period, and reconcile this with total sales.
- Compute and record totals of transactions
- Keep periodic balance sheets of amounts and numbers of transactions.
- Sort, count, and wrap currency and coins.
- Handle cash, credit or check transactions with customers .
- Creating cashier report on daily basis.
- Solving branch queries
- Reconciliation of Vendors bills

S. B. JARANDE & COMPANY

Cashier | Feb '15 - Feb '16

- Deal with customer complaints or issues..
- Assist in vender relationship management.
- Maintain files and records with effective filling systems.
- Process end-of-day reports
- Process and file invoices from vendors.
- Support other teams.
- Documents checking and filing.

## EDUCATION

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MARCH 2008	<b>SSC</b>
Maharashtra State Board	SANE GURUJI VIDYALAY
FEBRUARY 2010	<b>HSC</b>
Mumbai University	M D COLLEGE
FEBRUARY 2015	<b>T.Y.BCOM</b>
Mumbai University	M D COLLEGE