

# CURRICULUM VITAE

MEGHNA SATISH SHELAR  
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**CAREER OBJECTIVE: TO WORK WITH AN ORGNAISATION WHERE I CAN ENHANCE THE VALUE OF THE ORGANIZATION BY MY SKILLS, KNOWLEDGE AND SMART HARD WORK.**

**Specialization (Major) : ACCOUNTS & FINANCE**

**EDUCATION QUALIFICATION:**

COURSE	INSTITUTE/COLLEGE/SCHOOL, LOCATION	UNIVERSITY/BOARD	PERCENTAGE	YEAR OF PASSING
BCOM	M.U.C.C. PIMPRI	PUNE UNIVERSITY	67.83%	2017
HSC	JAI HIND JR.COLLEGE	MAHARASHTRA BOARD	75.38%	2014
SSC	JAI HIND HIGH SCHOOL	MAHARASHTRA BOARD	74.60%	2012

**PROFESSIONAL EXPERIENCE:**

**RAMA GROUP**

From 17th JUNE 2024 To TILL DATE

ROLE: CUSTOMER RELATIONSHIP MANAGER (CRM) – MANAGER

**G.K. ASSOCIAITES & DEVELOPERS.**

From 8th APRIL 2022 To 10th JUNE 2024

ROLE: CUSTOMER RELATIONSHIP MANAGER (CRM)

**RESPONSIBILITY:**

- WORK ON STRATEGIC PLANS IN TERMS OF BUSINESS GROWTH, PRODUCTIVITY AND PROFIT FOR ORGANTISATION.
- ATTENDING CLIENTS ON CALL AND IN PERSON .
- ATTENDING BANKERS FOR CUSTOMER SANCTION.
- ORGANISING DOCUMENTS FOR APF
- PREPARING DEMAND LETTERS, NOC , CUSTOMER PAYMENT RECEIPTS
- ACHIEVING MONTHLY TARGETS (RECOVERY).
- SCHEDULING AGREEMENT REGISTRATION FOR CLIENTS
- ORGANISING CUSTOMER DETAIL INHOUSE ERP SOFTWARE.
- SOLVING CUSTOMER'S QUERIES ON LOAN SANCTION AND AGREEMENT.
- HANDLE CUSTOMER GRIEVANCE THROUGH CO-ORDINATING WITH PROPRIETOR ON NEED BASIS.
- SUPERVISE HOME AGREEMENTS BEFORE REGISTRATION & SUBSEQUENTLY CO-ORDINATE WITH VARIOUS BANKS & CUSTOMERS FOR EFFECTIVE DISBURSAL OF EMIS.
- GUIDE TEAM TO MANAGE LOAN FOR END CUSTOMER, HELP EFFECTIVE DOCUMENTATION FOR SMOOTHER EXECUTION OF LOAN.
- QUERY RESOLUTION OF CUSTOMER RELATED TO LOAN DISBURSEMENT AND ENSURE CUSTOMER SATISFACTION.
- COUNCIL SUBORDINATES IN CASE OF INAPPROPRIATE BEHAVIOUR WITH CUSTOMER.
- WEEKLY MEETINGS WITH SALES EXECUTIVE AND SUBORDINATES.
- FORTNIGHTLY REPORT MEETING PROPRIETOR.
- LEGAL DOCUMENTATON CO-ORDINATON WITH LAWYER & BANK TO GET APF NUMBER.

**PROFESSIONAL EXPERIENCE:****ELYSIAN REALTY (CONSTRUCTON)**

From 14th April 2017 till 08th March 2022

**SHARP FITNESS (GYM)****SGA HOSPITALITY ( RESTAURANT)****TANAJI R. GAWADE (HUF)****SARDAR GAWADE COSNTRUCTION (CONSTRUCTION)****SG DEVELOPERS (CONSTRUCTION)****ROLE: ACCOUNTANTS & TAXATION ,CRM FOR ALL ABOVE FIRMS**

- TOTAL ENTRY IN TALLY [ PURCHASE, SALES, CASH, JOURNAL ENTRY] & BANK RECONCILIATION
- MAINTAINING DAILY ATTENDANCE RECORD OF STAFF.
- PREPARATION OF MONTHLY SALARY AND OVERTIME RECORD .
- ATTENDING TELEPHONE CALLS & GUESTS, HANDLING CASH & MAINTAINING DAILY INWARD & OUTWARD RECORD OF DOCUMENTS
- PREPARATION OF MONTHLY GST INVOICES & COMMERCIAL BILL & UPDATING ALL BANK STATEMENT TO THE TALLY
- PREPARING DEMAND LETTERS, MAINTAINING PAYMENTS RECEIPTS.
- CUSTOMER RELATIONSHIP MANAGEMENT FOR COMMERCIAL & RESIDENTIAL.
- MAINTAINING & FILLING BILLS , PURCHASE & SALES & CHEQUE RECORDS

**TECHNICAL LITERACY:****COMPUTER LITERACY:**

- OPERATING SYSTEM - WINDOWS XP, WINDOWS 7, WINDOWS 8, WINDOWS 10
- KNOWLEDGE OF ADVANCE EXCEL
- KNOWLEDGE OF TALLY ERP 9.0
- DATA ANALYST CERTIFICATION.

**PERSONAL DETAILS:**

- **NAME : MEGHNA SATISH SHELAR**
- **PERMANENT ADDRESS: SHYAMA HERITAGE, H/13, KESHAVNAGAR, CHINCHWADGAON, PUNE -411033**
- **DATE OF BIRTH: 08/10/1996**
- **GENDER: FEMALE**
- **LANGUAGE PROFICIENCY: ENGLISH, HINDI, MARATH.**

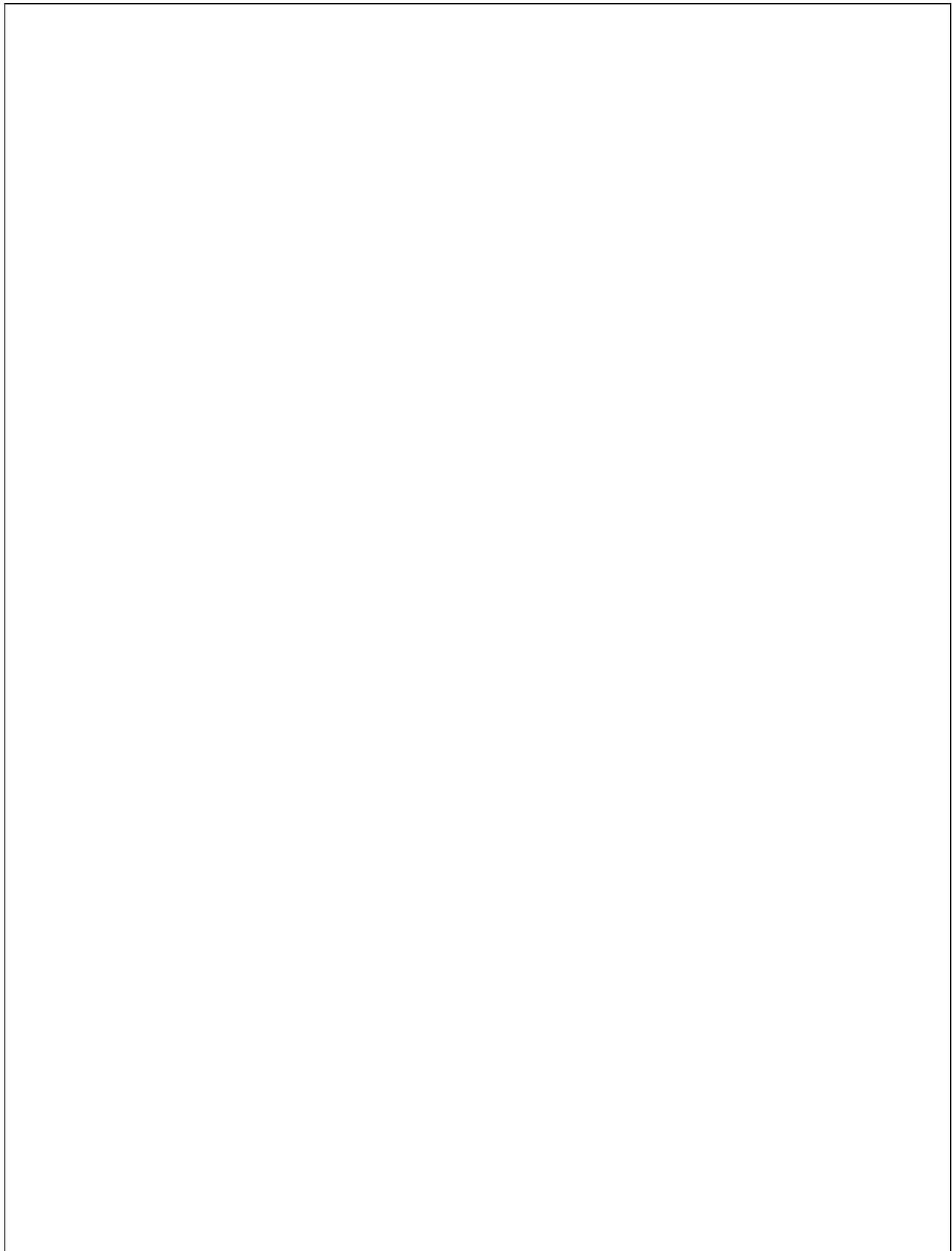
**DECLARATION:**

I CONSIDER MYSELF FAMILER WITH MANAGEMENT ASPECT . I AM ALSO CONFIDENT OF MY ABILITY TO WORK SINCERLY AS A TEAM MEMBER.

I HEREBY DECLARE THAT THE INFORMATION FURNISHED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE.

**DATE:****PLACE:**

MEGHNA SATISH SHELAR



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