

SASMIRA'S INSTITUTE OF MANAGEMENT STUDIES AND RESEARCH, WORLI, MUMBAI

Siddhesh Gajanan Rumde

Date of birth : 21st August 1999

Present address : A/5 Jayant Appt Appa Saheb Marathe
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CAREER OBJECTIVE

To secure employment with a reputed company, where I can use my skills and business studies knowledge to perform best.

PROFESSIONAL QUALIFICATIONS

Pursuing 2 years full time Master of Management Studies (MMS) course from Sasmira's Institute of Management Studies and Research (SIMSR), Worli, Mumbai. (Year of passing July 2023).

Specialization: Finance.

EDUCATIONAL QUALIFICATIONS

- B. Sc.IT with 60.76% from Mahatma Phule Education Society's College of Arts, Commerce, Science & Management, Mumbai, Year 2020.
- H.S.C. with 51.38% from I.E.S. Junior College, Mumbai, Year 2017.
- S.S.C. with 47.20% from I.E.S Modern English School, Mumbai, Year 2015.

SKILLS

- Proficient in Ms Word, Digital Marketing and PowerPoint.
- Good communication and interpersonal skills.
- Ability to learn things quickly and effectively.

ATTENDED SESSIONS ORGANISED BY ASSOCIATION OF INDIAN MANAGEMENT SCHOOLS

- Framework to understand the relevance of NIRF
- Case Study Teaching
- Innovation In Higher Education

SUMMER INTERNSHIP

- Company name: Elixir Production, Mumbai (Maharashtra).
- Duration: 2nd May 2022 - 1st July 2022.

- Project Title: A Study of Financial Statement Analysis Of Selected Private Banks Of India With Reference To ICICI Bank Ltd. & HDFC Bank Ltd.
- Job Profile: Monitoring organisation's income, Investments and Generating Invoice, Budgeting.

WORK EXPERIENCE: 2 Years 4 Months

Company name: GeBBS Healthcare Solutions Pvt. Ltd., Mumbai (Maharashtra).

- Duration: From 18th October 2021- 1st March 2022.
- Designation: AR Associate (Accounts Receivable).
- Job Profile: Healthcare Insurance companies and initiation of necessary follow-up actions to get reimbursed. This will include a combination of voice and non-voice follow-up along with undertaking appropriate denial and appeal management procedures.

Company Name: i-Process Services (India) Pvt. Ltd [ICICI Bank, Ltd., Mumbai] (Maharashtra).

- Duration :1st February 2021 – 15th October 2021.
- Designation: Sr. Executive (BLG Team).
- Job Profile: Managing finance is arguably the most important component of any business. Getting the Business Sales, Purchase Report. (Top Five Companies) Verifying ITR, Making Franking, Notary.

Company name: Elixir Production Mumbai, (Maharashtra).

- Duration: 1st December 2019 -15th December 2020.
- Designation: Administrator.
- Job profile: Create and update records and databases with personal, financial and other data. Filing GST, manage agendas, travel arrangements, appointments etc. submit timely reports and prepare presentations / proposals as assigned, Assist colleagues whenever necessary.

Company name: Alanit Assignments Ltd., Mumbai (Maharashtra).

- Duration: 6th June 2018 to 21st September 2018.
- Designation: Executive (RTA Team).
- Job Profile: Organize Board Meetings, Committee Meetings as required under Companies Act involving issuance of notices, drafting agenda documents, keeping track of all action points of the meetings & taking appropriate steps. Coordination with Directors and Shareholders/representatives. Maintenance of all statutory registers,

records, and other documents.

HOBBIES

- Cricket, Swimming, Listening to music, Travelling, Weightlifting.

ACHIEVEMENTS

- Secured 1st position in BGMI competition held at Sasmira's Institute of Management Studies and Research, Mumbai, Year 2022.
- Participated in Carrom Competition held at Sasmira's Institute of Management Studies and Research, Mumbai, Year 2022.
- District level Award in Kabaddi, Year 2014-15.

MEMBER OF COMMITTEE'S IN COLLEGE

- Cultural Committee
 1. Helped in Organizing and Planing Various Events
 2. Volunteered to be a part of Creatives Group of the Committee
 3. Designed Flyers and Brochures for the Committee
- CSR Committee
 1. Conducted Various donation drives.
 2. Associated with different NGO's
 3. Helped in maintaining the records of the NGO sales
 4. Associated for the Beach Clean up
 5. Spreading Social awareness for Planting Trees

IT PROFICIENCY

- Ms Excel Certification (Business Analytics).
- Digital Marketing Fundamentals.
- Broadband Basics & Modem Configuration.
- Optical Fiber Cables & Splicing Practices.

PERSONAL DETAILS

- Father's Name : Mr. Gajanan Vasant Rumde.
- Mother's Name : Mrs. Anagha Gajanan Rumde.
- Gender : Male.

- Date of birth : 21st August 1999.
- Languages known: English, Hindi and Marathi. (Read, Write and Speak)

REFERENCES

- Dr. Rupali More, Dean, Sasmira's Institute Of Management Studies And Research, Worli Mumbai, 9987396999.
- Prof. Amol Jadhav, Placements Head, Sasmira's Institute Of Management Studies And Research, Worli Mumbai, 9221234267.