

MR. LAKHAN RAMESH BHALERA0

Godrej Infinity, Keshavnagar, Mundhwa, Pune 411 036

Email Id: lakhanbhalerao1@outlook.com

Ph: 9834566052

CAREER OBJECTIVE

To work in a firm with a professional work-driven environment where I can utilize and apply my knowledge, and skills which would enable me to grow while fulfilling organizational goals. I graduated in Engineering in the trade of Information Technology and also pursued a Diploma in Banking and Finance.

EDUCATION

July 2018

Bachler Of Engineering in Information Technology | Pune University

- CGPA: 6.0
- Diploma in Banking and Finance from Financial Planning Academy in association with APG Learning.

May 2011

HSC from Tuljaram Chaturchand College Baramati

- CGPA: 5.3

June 2009

SSC From M.E.S Highschool Baramati

- CGPA: 7.4

WORK EXPERIENCE

Feb 2021 To Dec 2021

Office Assistant | Van Dhan Vikas Kendra | Shahpur, Thane, MH

- To procure information/data on a tribal village in the Konkan region.
- Sorting and uploading of UIDAI data To the TRIFED Application.
- To make 15 SH groups concluding 20 people in each group in every tribal village to ensure that they will be Beneficiaries of Govt of India's Scheme for Tribal People.
- Select the Chief and Secretary and members of each group i.e. electing 10 Chiefs and Secretaries respectively to lead each group.
- Assisting the head of Van Dhan Vikas Kendra in arranging the training sessions for SHGs.
- To Make MS Excel sheets of SHGs and keep document records for audit purposes.
- Assisted the Cashier in the office in Cash management.

May 2022 To July 2022

Operation Executive – Content Operations | JUSTDIAL LTD | Pune, MH

- To create a new contract by contacting the business owners
- To audit the elements of ownership and business
- Justdial Software Module – Used this software to key new clients into the system.

September 2022 To June 2023

Office Assistant | Life Insurance of India | Pune and Solapur, MH

- Handling of cash management i.e. counting of cash collected to hand over the cash-to-cash-management services.
- Assisted in managing records organization, and other office tasks to support the policy service department.
- Sort out and update the policyholder data/information for Loan Purification.
- To key in the new policy proposals into the system using the computer application of EFEAP (Enterprise Front End Application Package).

August 2023 To February 2024

Store Assistant | Lokmangal Institute | Wadala, North Solapur, MH

- Receiving and inspecting incoming shipments for accuracy and damage.
- Carry out periodical physical verification and assess the stock position.
- Storing inventory in a safe, organized, and efficient manner.
- Conducting regular inventory checks to ensure accuracy and identify potential stockouts.
- Maintaining accurate inventory records, including item descriptions, quantities, and locations.
- Generating reports on inventory levels and usage.
- Helping students, faculty, or staff find what they need.
- Processing returns and exchanges.
- Reporting any inventory discrepancies or damaged items.
- Assisting with purchasing decisions.
- Following safety protocols for handling materials and equipment

ADMINISTRATIVE SKILLS

1. Record Keeping:

- Maintain accurate and organized records of student enrollment, attendance, grades, and academic progress.
- Ensure compliance with data privacy regulations and institutional policies regarding record-keeping.

2. Administrative Support:

- Provide administrative assistance to faculty, staff, and students, including scheduling appointments, managing calendars, and handling correspondence.
- Assist with the organization of academic events, meetings, and conferences, including logistical arrangements and communication with participants.

3. Student Services:

- Serve as a point of contact for student inquiries and requests, providing information and assistance on academic programs, course registration, and campus resources.
- Coordinate student orientation sessions and guide new students on institutional policies and procedures.

4. Data Entry and Management:

- Perform data entry tasks accurately and efficiently, inputting student information, grades, and other academic records into the institution's database.
- Maintain databases and spreadsheets for tracking student enrollment, course offerings, and academic schedules.

5. Document Preparation:

- Prepare and distribute academic documents, such as course syllabi, examination schedules, and academic policies by institutional guidelines.
- Assist faculty with the preparation of instructional materials, presentations, and course materials as needed.

6. Communication:

- Communicate effectively with students, faculty, staff, and external stakeholders, both orally and in writing, to convey information and respond to inquiries.
- Exhibit professionalism and courtesy in all interactions, maintaining a positive and helpful demeanor.

7. Organization and Time Management:

- Manage multiple tasks and priorities effectively, organizing work tasks and schedules to meet deadlines and fulfill administrative responsibilities.
- Demonstrate attention to detail in administrative tasks, ensuring accuracy and completeness in all work activities.

8. Technology Proficiency:

- Utilize computer software and office applications, such as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), email, and database management systems, to perform clerical duties efficiently.
- Adapt to new technologies and software tools used for administrative tasks and academic support services.

9. Problem-Solving:

- Identify and resolve administrative issues and challenges independently or collaboratively with colleagues, seeking solutions to improve efficiency and effectiveness in administrative processes.
- Exercise judgment and discretion in addressing student concerns or resolving administrative discrepancies.

10. Confidentiality and Ethics:

- Handle sensitive information with discretion and maintain confidentiality in accordance with institutional policies and legal requirements.
- Uphold ethical standards and professional conduct in all interactions and decision-making processes.

11. Teamwork and Collaboration:

- Collaborate effectively with colleagues within the institution's administrative team and academic departments to accomplish shared goals and support institutional objectives.
- Foster a positive work environment through teamwork, cooperation, and mutual respect among coworkers.

12. Customer Service Orientation:

- Demonstrate a customer service-oriented approach in serving the needs of students, faculty, staff, and visitors, striving to meet their expectations and exceed their satisfaction.
- Anticipate and address potential issues or concerns proactively, seeking to enhance the overall experience of stakeholders within the educational community

INFORMATION TECHNOLOGY SKILLS

1. Proficient in Microsoft Office Suite:

- Including Word, Excel, PowerPoint, Outlook, and Access. These tools are commonly used for document creation, data analysis, presentations, email management, and database management.

2. Data Entry and Management Software:

- Experience with data entry software or database systems for recording and managing information.

3. Digital File Management:

- Familiarity with file management systems such as Google Drive, Dropbox, or SharePoint for organizing, storing, and sharing digital files and documents.

4. Basic IT Troubleshooting:

- Ability to troubleshoot basic IT issues such as printer problems, network connectivity issues, and software glitches. Basic knowledge of troubleshooting techniques and resources can help in resolving minor technical issues independently.

5. Knowledge of Communication Tools:

- Proficiency in using communication and collaboration tools such as Slack, Microsoft Teams, Zoom, or Skype for Business for virtual meetings, messaging, and team collaboration.

6. Web Research:

- Ability to conduct effective online research using search engines, databases, and other online resources to gather information, analyze data, and find solutions to queries or problems.

7. Social Media Management:

- Familiarity with social media platforms such as LinkedIn, Twitter, Facebook, or Instagram for professional networking, marketing, or customer engagement purposes.

8. Email Management:

- Proficiency in managing and organizing email accounts using features such as filters, folders, labels, and rules to prioritize, categorize, and respond to emails efficiently.

9. Digital Communication:

- Ability to communicate effectively through digital channels such as email, instant messaging, video conferencing, and virtual collaboration platforms.

10.: Artificial Intelligence:

- Skilled in utilizing advanced AI platforms to enhance productivity and decision-making, including tools for machine learning, data analysis, and predictive analytics. Adept at applying these tools to solve complex problems and drive strategic outcomes.

BANKING SKILLS

1. Account Management:

- View account balances, transaction history, and account statements.
- Manage multiple accounts, including checking, savings, and credit card accounts.
- Set up account alerts for balance notifications, transaction updates, and security alerts.

2. Transfers and Payments:

- Transfer funds between accounts (internal transfers) or to other bank accounts (external transfers) with the help of IMPS, RTGS, NEFT, and SWIFT.
- Pay bills electronically, including utility bills, credit card bills, and other expenses with the help of UPI and BBPS.
- Schedule recurring payments or future-dated transactions for convenience and budgeting purposes.

3. Core Banking Software:

- Supervise branch or departmental activities, ensuring that the core banking software is being used effectively.
- Assist customers in navigating core banking systems for services like account opening, loan applications, or transaction inquiries.
- Upsell or cross-sell banking products (e.g., credit cards, loans) by utilizing insights from the core banking system.
- Monitor system usage to ensure that all customer transactions (e.g., deposits, withdrawals, loan processing) are being processed correctly and efficiently.
- Coordinate with IT and other departments to resolve issues related to system performance or user errors.
- Oversee financial transactions, including reconciliations, journal entries, and account balancing, to ensure accuracy within the core banking system.

- Oversee the implementation of KYC processes, anti-fraud measures, and data protection protocols within the system.
- Monitor transactions for suspicious activities and ensure all customer data is handled appropriately according to regulations.