

VIBHA SHAHOLIA (M.B.A. - FINANCE & MARKETING)

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Career Objective

- To be a part of a dynamic environment and aiming at professional growth by way of harmonizing the organizational goals with personal goals. Here's what I am willing to provide to the organization:

- ✚ Enthusiasm & Positive Attitude
- ✚ Creativity and New Ideas

Professional Experience - UAE - Dubai

- Worked with The National Bank of Ras Al Khaimah (RAK Bank) at Dubai Silicon Oasis Centre as **Operations Representative - Trade Finance Department** since June 2015 to December 2015. Key Responsibilities:

- ✚ To process Collection Documents for Import / Export.
- ✚ To process settlements of Loans against Trust Receipts.
- ✚ To maintain SWIFT messages tracker.
- ✚ To assist in processing of other products as Cheque Discounting, Short Term Loans, LC Advising, etc.

Professional Experience - India

- Worked with Yes Bank as **Senior Officer - Cashier** at Rajkot, India since December 2013 to July 2014. Key Responsibilities:

- ✚ To process all cash operations of the branch as a Teller/Cashier.
- ✚ To process all the day-to-day transactional activities in the Banking Operations.
- ✚ To enhance Customer Interaction so as to increase Service Oriented Satisfaction.
- ✚ To assist on Audit Functions.

- Worked with Axis Bank as **Assistant Manager** at Rajkot, India since September 2011 to December 2013. Key Responsibilities:

- ✚ To handle day-to-day transactions to deliver Customer Service.
- ✚ To enhance Customer Interaction so as to increase Service Oriented Satisfaction.
- ✚ To assist in Audit Functions.

- Worked with DRS Investments as **Operations Executive** at Rajkot, India from September 2010 to May 2011. Key Responsibilities:

- ✚ To facilitate the process of documentation for individual clients.
- ✚ To relieve client queries.
- ✚ To maintain registers & daily documents.
- ✚ To handle day-to-day affairs of the office.

- Worked with Wockhardt Hospitals as **Health Check Up Incharge and Floor Manager** at Rajkot, India since June 2009 to August 2010. Key Responsibilities:

- ✚ Conceptualization, Implementation and ensuring smooth functioning of the Health Check-up department & Floor Activities.
- ✚ To design & streamline the Health Check-up and other related processes with various other departments.
- ✚ To handle all corporate tie-ups for Health Check-ups.
- ✚ To manage people in the area & to develop a rapport with them as to represent the organization & thereby ensuring customer satisfaction & taking feedbacks.
- ✚ To serve as the "One Point Contact" for the International Patients admitted under "Special Care."
- ✚ To prepare & update daily, weekly, and monthly MIS Reports and send them through the senior administrative member team.

Academic Details

- M.B.A. [Finance-Major, Marketing-Minor] from T. N. Rao College of Management Studies, affiliated to Saurashtra University, Rajkot, India in the year 2009.
- B.B.A. from J. H. Bhalodia Women's College, affiliated to Saurashtra University, Rajkot, India in the year 2007.
- H.S.C. Examination in Commerce Stream from Gujarat Board in the year 2004 through Nirmala Convent School, Rajkot, India.
- S.S.C Examination with from Gujarat Board in the year 2002 through P. B. Kotak English Medium School, Rajkot, India.

Project Details

- Undergone a Summer Internship Programme for 6 weeks duration at Motilal Oswal Financial Securities Limited, Rajkot, India during M. B. A. with the objective to understand the daily operations of the financial company.
- Undergone a Research Project for Technopak Advisors Pvt. Ltd., a Bangalore, India based firm, with the objective to understand the consumer mentality behind purchasing day to day home care products.
- Undergone a Live Project with Source2India.Com[rajkotcityguide.com] at Rajkot, India to design a launch program for a Youth Communic titled "Rajkot Beats."

Accomplishments & Certifications

- Ranked among the Top 10 Contestants at Radio Mirchi RJ Hunt Contest and successfully anchored a Radio Show, Live on Air for a day.
- Ranked 2nd at a presentation competition titled "India – A Super Power by 2010?" at J. H. Bhalodia Women's College at Rajkot, India.
- Participated at "Siraaj-2008," a management event organized by S. K. Patel Institute, Gandhinagar; at "Trends Quiz" & "Fun Tasks Management Quiz" Competition held by R. P. Bhalodia College, Rajkot, India; & at Inter-Class Quiz Competitions, Management Exhibitions and Event Management Tasks held at J. H. Bhalodia Women's College, Rajkot, India.
- Participated & Ranked in many Singing competitions at College Levels & at other institutions.
- Secured First Class in Rashtra Bhasha Prachar Samiti Hindi Language examination at Prathmik level, a national level exam in India.

IT Skills

- Flexcube Banking System Software developed by Oracle.
- Finacle Banking System Software developed by Infosys.
- Computer Basics, MS-Office, Lotus Notes & Internet.

Core Competencies

- Independent Individual with Positive Attitude
- Excellent Management, Communication & Interpersonal skills
- Passionate for Perfection
- Adaptive to New Environments
- Dependable Leader & Efficient Team Player

Personal Sketch

- Date of Birth: 8th February, 1987
- Marital Status: Married
- Visa Status: Visit Visa
- Languages Known: Proficient in English, Hindi and Gujarati
- Hobbies & Interests: Travelling, Singing, Dancing (Western & Garba), Reading, Watching Television, Creative Pursuits as Drawing & Art (Rangolis, Painting, etc.), Learning new things.

References

- Will be furnished upon request.