**PALLAVI SURADKAR VADGAONKAR, B.Com, MBA(Finance**)

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**Profile Summary**

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| * Investment Evaluation
 | * Financial Modelling
 | * Variance Analysis
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| * Portfolio Management
 | * Financial Planning & Analysis
 | * Bloomberg System
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| * Performance Attribution
 | * Alternative Investments
 | * Oracle Financials 11i
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| * Due diligence
 | * Corporate Finance
 | * MS-Office
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* A Mid-Senior Level Finance/Investment analyst with 11- years in Financial domain with 2.5 years in

 buy-said research and 2.5 years with stock exchange.

* Diversified experience across multiple mutual/hedge funds markets including India, GCC, Europe & US.
* Proficient with conceptualising and implementing financial procedures, Financial Modelling.

**Education:**

* Pursuing ACCA - Association of Chartered Certified Accountant, UK (Completed 5 out of 13 exams.)
* Master of Business Administration (MBA) - Finance from Navjeevan Institute of Management (Pune University), 2001.
* Bachelor of Commerce, B.Com. (Cost & Works Accounting, Computer Application & Systems Mgmt.) from B.Y.K. College of Commerce, Pune University, 1999.

**Work Experience:**

**Position : Investment Research Analyst**

**Company : Yateem Group of Companies**

**Duration : April 2011 till September 2013**

**Company Profile : A multi-discipline group venturing into Real Estate, Natural Gas,**

**Consumer electronics.**

**Responsibilities:**

* Evaluate potential investment opportunities across various sectors using relevant metrics & tools.
* Tracking different market segments, mutual fund industry.
* Product research – Mutual funds, Hedge Funds, ETFs, Fixed Investment.
* Analysis of investment themes, Analysis of funds various trading strategies.
* Search for investment products based on the management’s criteria.
* Portfolio evaluations /restructuring and hold/sell analysis on the basis of market outlook and risk/return attributes.
* Scheme analysis & selection (Ratio analysis, Risk/Return Analysis, managers evaluation)
* Investment Advisory for Mutual Funds, Fixed Deposit, Insurance and other investment products.
* Work directly with senior bankers to develop successful relationships

**Position : Manager, Finance**

**Company : Park Healthcare Systems Pvt. Ltd. Hyderabad**

**Duration : Jan 2009 till November 2010**

**Company Profile : Healthcare & related services.**

**Responsibilities:**

* Headed treasury operations which consists of daily monitoring of cash flow and deployment of investible surplus into Mutual Funds and fixed deposits, negotiation with Banks for interest rates
* Recorded, accounted and reconciled Mutual Fund units and fixed deposits with Banks.
* Formulated MIS of treasury operations which provided bird eye view of the amount transacted during the month and income earned thereon.
* Implemented systems, procedures & manuals for preparation & maintenance of statutory books of accounts & financial statements, ensuring compliance with statutory requirements.
* Managed the complete planning and management activities for ensuring completion of audits including internal and statutory within time limit to highlight the shortcomings and implementing necessary recommendations.
* Established procedures & due diligences for Purchase Department (Pharmacy) of the hospital functioning as main profit center of the hospital.
* Completed a post implementation analysis of HMS (Hospital Management System).
* Developed reports for effective implementation of cost recording systems for various departments.
* Designed cost-effective health-check packages.
* Negotiated and coordinated with the pharmaceutical companies for best prices as well as timely supply of medicines.

**Position : Deputy Manager, Finance**

**Company : Bombay Stock Exchange Ltd. (BSE) Mumbai**

**Duration : March 2006 till September 2008**

**Reported to : CFO & HoD (Operations & Trading)**

**Company Profile : Stock Exchange**

**Responsibilities:**

* Regular reporting on daily funds position, management/deployment of surplus funds, submit monthly, quarterly, half yearly & yearly reports within stipulated time to statutory/regulatory agencies. Finalisation of Annual accounts & audit as per accounting standards and accounting polices/guidelines.

Prepared:

* Financial projections and study the business model of companies in which BSE Ltd. has strategic interest and report the same to management.
* Chart of Accounts by keeping in mind the MIS requirements for ERP implementation.

Monitored:

* The performance of BSE vis-à-vis its competitor (NSE Ltd.) and reporting the findings to management.
* Continuously the financial activities of competitor and periodically update management with the comparison of BSE Ltd. as against NSE Ltd and major stock exchanges in Asia-Pacific.
* Financial activities of the competitor as well as periodically updating the management with comparison of major stock exchanges in Asia-Pacific.
* Performance of exchange vis-à-vis its competitors as well as reporting findings to the management.
* All procedures required to be completed for availing services from Stock Exchange such as IML, Data feed (online price/index data), Internet trading, BOLT etc. Conversant with files/data, which are downloaded to trading members
* Designing and implementing automated procure-to-pay (Oracle Financial 11i) cycle in the exchange for all purchases.
* Developing and designing the Internal Control Systems as well as reporting mechanism for the Department of Operations & Trading for continual improvement in the existing internal controls as well as for ensuring timely completion of procedures/reports/functions.

Undertaking:

* Ledger scrutiny as well as ensuring timely reporting of discrepancies.
* Interactive discussions with the implementation partner on various issues.

Provided internal support to the users on post system implementation.

Implemented GL, AP, AR, & Purchasing modules.

**Position : Research Assistant (Shailesh J Mehta School of Mgmt.)**

**Institute : Indian Institute of Technology (IIT) Mumbai**

**Duration : Feb 2005 till November 2005**

**Institute Profile : Education**

**Project Undertaken**

* Worked on DSIR (Dept. of Science and Industrial Research) sponsored project with SJM School of Management IIT Bombay for the project titled: Collaborative Study in Technology Management.

**Key Deliverables**

* Working on analysis of data with the Statistical Software SPSS 11.0.
* Developing & controlling the system for R&D projects in high technologies as research finding purposes.
* Functioning as the Assistant Editor for Newsletter (Technology Management-Eye).

**Highlights**

Developed the following case studies:

* Using Intellectual Assets to Build Technological Capability; Goodlass Nerolac Paints Ltd.
* Technology Management; Thermax India.

**Initial Organisational Experience:**

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| --- | --- | --- | --- |
| **Company** | **Position** | **Duration**  | **Company Profile** |
| Saurav Polymer Ltd Nashik  | Assistant Manager - Accounts  | March-2004 till September 2004 | Manufacturing Polymer Products |
| Keystone Appliance Pvt. Ltd. Nashik | Finance Executive | April 2002 till February 2004 | Car & Bikes Remote Alarm and Key Locking Systems |
| Swaraj Narrow Fabric Pvt. Ltd. Nashik | Management Trainee | June 2001 till April 2002 | Narrow Woven Fabric ancillary to Luggage Industry  |

**Key Responsibilities:**

* Implementing MIS reporting systems for Stores & BSR.
* Providing assistance in the implementation of Cyclical Stock Taking methods for controlling inventory flow.
* Restructuring the classification of materials according to A & B Class.
* Implementing the Bin Card System for restructuring of the excise procedures as well as settlements of prolonged excise audit quarries.
* Handling VAT returns as well as other adhoc accounting procedures.
* Analyzing data, conducting internal audits and prepared Audit Reports.
* Designing the monthly MIS reports required for planning and decision making.
* Supervising TDS, Sales Tax, & Excise.
* Working on the loan project for further capacity expansion.
* Liaising with banks, handling bank reconciliations as well as the monthly creditor payments.