

SNEHA .A. CHILAKWAD

H.NO: 198/17, TONY NAGAR, FONKULEM
NEAR KAMLESHWAR TEMPLE SANVORDEM GOA,
403706
PHONE : +91-7385604606
chilakwadsneha@gmail.com

CURRENT LOCATION:-GOA
PREF LOCATION:-GOA &
BELGUAM

STRENGTHS

Strong sense of responsibility,
Flexible, Presentation skills,
Patience, Quick learner,
Leadership Qualities,
Professional Communication
and focused towards work.

EDUCATION

**Master of Commerce in
Accounting and Finance**
(Percentage: 77/100),
Government College of Arts,
Science and Commerce,
Quepem Goa, India(Goa
University) (2018-2020)

**Bachelor of Commerce in Tax
and Accounts**
(Percentage: 61/100),
Government College of Arts,
Science and Commerce,
Quepem Goa, India(Goa
University) (2014-2015)

Higher Secondary(PUC)
(Percentage: 71.16/100)
Guardian Angel Higher
Secondary School, Curchorem
Goa, India (Goa Board) (2011-
2012)

S.S.L.C
(Percentage: 54/100)
Guardian Angel High School,
Curchorem Goa, India (Goa
Board) (2009 – 2010)

SPOKEN LANGUAGE

English, Hindi, Konkani,
Kannada, Marathi,

PROFILE:

- Proficient individual with excellent presentation skills & with a sound knowledge of Accounts, Tax and Research Methodology
- Skilled and Proficient individual with a sound knowledge of Business Operations, Banking and Financial expertise and decent soft skills. A commerce Graduate with an experience of 22 months in BFSI BPS sector. Groomed in well advanced training environment of IT-BPS Giant of the country (TCS). Proficient in credit card operations, Customer services.

PROJECTS

- **Currently working as a lecturer at K.L.E's Lingaraj College (Autonomous), Belagavi, Specialised in Income Tax,GST Financial Accounting, Cost Accounting, Banking, Human Resource Management.**
- **Worked at TATA CONSULTANCY SERVICES, Pune (Aug' 2014 Till Jun'2016)**

Roles & Responsibilities

- Process Associate at TATA Consultancy Services (TCS-BPS)
- Has knowledge in US-Retail Banking
- Dealing with Credit Cards Operations (CC Applications)
- Identifying the various parameters/eligibility of applicant and compiling the apt facilities and eligible card for the customers
- Credit Card Maintenance such as generating statements, adjusting balance on delinquent/lost/stolen cards
- Cross check with customers Profile/Personal Details
- Requesting the applicant to submit the application with complete and correct details to process with the application and to issue cards
- Expertise knowledge in applications such as Citrix, Goods standing, MS Excel, Deposits
- Maintained accuracy in issuing Credit Cards to the applicant on Specified time
- Planning the targets set in a manner to complete it within time and achieving more than the target
- Completed Compliance Training certified (CSR activities)

Key achievement highlights

- High Level of speed maintained in achieving the targets along with errorless work.
- Being awarded the Best Performer of the Month
- Maintained the accuracy in completing the work before time and achieved more than the targets set
- Played an important role in group discussions and decision taking
- Excellent management skills

Achievements and Certifications

- Completed Dissertation on the topic titled, "**A Financial Planning at Household Level – An Empirical Study**"
- Presented a paper titled, "A Perception of Researcher's Towards Digital Data Collection: An Empirical Study" at one day National seminar on "Digital India: Initiatives, Issues and Challenges".
- Presented a paper titled, "Perception of Government Primary Teachers towards Teacher's Co-operative Society – A Case Study" at the National conference on 'Co-operatives in a Globalised Economy: Relevance, Issues & Challenges.

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- Presented a paper titled, "Social Entrepreneurship Initiative of Youth: A Problem Solving Approach with regards to Garbage" at one day State level seminar on 'Role of Youth in Panchayati Raj Institution'.
- Participated in the workshop on "Advanced Econometrics"
- Participated in the workshop on "Advanced SPSS"
- Participated in 3 days workshop on "Research Methodology"
- Completed a training on Financial Literacy under "FLIP"
- Completed a short term certification course on "Tally Accounting & GST with proficiency in ERP 9 [Accounting, Inventory & GST]"
- Completed one month summer internship at IFB Industries Limited and worked on "Financial Analysis"
- Senior UN information test Certificate - 2011
- Indian Center for Wildlife and Environment study in South Asia region - 2011
- Junior Red Cross Certificate 2007-2008
- NSS – 5 years

TECHNICAL SKILLS

MS Office	MS Word, MS Excel, MS Access, PowerPoint
PageMaker	Creating Publications Such as newsletter, brochures, Formatted text
Coral Draw	Graphic Design
Tally	Basics
PageMaker	Photo Editing, Digital paintings

Personal Details

- Date of Birth : 07th May 1994
- Gender : Female
- Interests : Listening to music, Public speaking, Playing chess, art work
- Permanent address : H. No. 198/17, Tony Nagar, Fonkulem,
Near Kamleshwar Temple, Sanvordem Goa, 403706

I hereby affirm that the information provided in this document is accurate and true to the best of my knowledge and belief.

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