

PRACHI SHARMA

PGDM-FINANCE (2010-12) | DATE OF BIRTH: 02-11-1988

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PROFESSIONAL EXPERIENCE

PACIFICA COMPANIES

FINANCE EXECUTIVE

AUG '13 TO PRESENT

- Preparation of information memorandum for company's upcoming projects and present to prospective lenders and business partners.
- Preparation of bid documents for government tenders involving documentation, cost calculations and model preparation.
- Collection of reports from all the departments and preparing management information reports on monthly basis.
- Co-ordinating with sites across India for mapping customer inflows and processing NOC requests for home loans of the financed projects.
- Preparation of presentation, appraisal notes and financial models.
- Engaged in loan sanction, documentation and disbursements thereof.
- Complying with pre disbursement and post disbursement commitment to banks which include submission of cost and justification through progress and photo reports of the project and means of financing such cost.
- Coordinate with bankers, submit timely data and reports as per requirement.
- Responsible for synchronization of data between the projects' team including architects and civil engineers and the ERP team for information consistency.
- Accumulation and submission of market research reports on ongoing and upcoming projects' locations for management decision making.

HUBTOWN LTD (FORMERLY ACKRUTI CITY LTD.)

EXECUTIVE

AUG '12 TO AUG '13

- Preparation of Quarterly Progress Reports apart from Monthly Expenditure Report & Monthly Progress Reports.
- Maintain records of outstanding payment towards each Contractor and ensure that timely receipt of measurements of work done.
- Process the Bills of Quantities in Oracle system for further use of HOD.
- Preparation of presentations for various meetings with MD and PRP Head at Mumbai HO and other non-routine ones.
- Preparation of monthly provisions in budget for construction for the four projects monthly, allocation of funds based on the work orders to be issued at construction sites.

STATE BANK OF INDIA

INTERN

MAY '11 TO JULY '11

- Preparation and presentation of a detailed report on credit flow in the real Estate Cluster of Ahmedabad for the Top Level Management of SBI explaining the financial requirement of the sector.
 - Estimation of sales turnover in the real estate sector to determine the approximate sales target for loan disbursement.
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YUVA**VOLUNTEER****JAN '11 TO FEB '11**

- Distribution of signage, pamphlets and other stationery to the local bodies to support and promote the child helpline that is being run throughout the nation to help the children in need of any kind of help need and support.

PUBLICATION**INTERNATIONAL CONFERENCE ON FINANCIAL INCLUSION****JAN '12**

Paper titled: Public Private Partnership in financial inclusion

- Determined how PPP model could be implemented in three different perspectives for FI: (1) The customers, (2) The infrastructure & (3) The employees of the financial institutions
- It assessed the availability of supportive infrastructure.
- Specified the inadequacies prevailing in support system.
- Outlined the major changes and improvement required.
- It identified how the employees, agents and process flow can help in FI.

POSITIONS OF RESPONSIBILITY

Pacifica Companies	<ul style="list-style-type: none"> • Maintaining investor relations. • Assist the management in handling customer issues.
Hubtown Ltd.	<ul style="list-style-type: none"> • Worked for Purchase Dept. at the time of inadequate personnel in the purchase team. • In absence of HOD of Contracts & Planning for about a month was in charge of the entire team.
Post-Graduation - Business School	<ul style="list-style-type: none"> • Member of core committee for organizing events. • Member of sponsorship committee for management event of college.

SCHOLASTIC RECORD

Degree/University	Major	Institution	Year
PGDM (ITM University)	Finance	ITM Business School, Navi Mumbai	2012
BBA (Gujarat University)	Finance & Marketing	BWTIBA, Ahmedabad	2009
Class XII (GSHSEB)	Commerce	Mount Carmel Higher Secondary School, Ahmedabad	2006
Class X (GSEB)	-	St. Ann's High School, Ahmedabad	2004

OTHER DETAILS

- Operating Systems & Application Tools
 - MS Windows (XP, 2003, 2000, Vista, 7)
 - Ms Office, Open Office
 - Tally, Oracle, ERP
 - Languages Known: English, Hindi, Gujarati
 - Notice Period: One Month
 - Interests – Reading novels, listening music, photography.
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