




BHAVYA SHENOY

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 Al Alka 1, 616, Greens,
Dubai.

Career Focus:

*Seeking opportunities in
Administration and Operations
with an Academic or Non-
Academic organization of repute.*

SKILLS

- Operations & Administration
- Communication & Service
- Functional Collaboration & Teamwork

EDUCATION

Bachelor of Commerce: Tunga Mahavidyalaya, Thirthahalli, Kuvempu University, Karnataka - 2004.

Diploma in Office Administration: All India Institute of Management Studies Chennai, 2005

JAIIB- Junior Associates of Indian Institute of Bankers: Indian Institute of Banking and Finance, Mumbai-2011.

Post Graduate Diploma in Education Leadership and Administration: Asian College of Teachers, West Bengal - 2021

PROFESSIONAL SUMMARY

Total thirteen years of experience in two major areas, Retail Banking Operations and Services and administration in Private Education sectors and healthcare care sector.

Administration at Premier Business School:

- As admissions associate handling communication and admission process across the institute.
- As a batch and examination co-ordinator handling scheduling of academic sessions, tests, and exams, finalizing academic activities for phase 1 of the FMB programme.

Administration at Health care:

As a back-office administrator handling various corporate pre-employment and annual health check-ups.

Banking Operation:

As a customer service executive/clerk handling retail branch banking operations at three different branches in six years of service.

WORK HISTORY

S P Jain Institute of Management & Research, (SPJIMR) Mumbai, India - 01/2018 - 17-08-2023

- Handling all queries & managing communications towards the admission process with the applicants.
- Background verification and managing end-to-end verification process of selected candidates.
- Responsible for accounting/fee payments/refunds.
- Assisting in the interview process of all programmes.
- Assist in preparing the annual budget for admissions.
- Coordination and management of academic schedule
- Scheduling of academic sessions, event management
- Arrangements for visiting faculty members, finalizing course outlines, assignments, tests, and exam papers.

Health Meter Services Pvt Ltd. Mumbai, India - 12/2015 - 05/2017

- Coordination with HR Departments, Health Centres, and eligible employees for scheduling and completing corporate pre-employment and annual medical check-ups across India.
- Preparing MIS and sharing the same with corporate clients on a weekly basis.
- Follow up with the hospitals/medical centers to get reports as per TAT.

NKGSB Co-op Bank Ltd., Mumbai, India 11/2007 - 10/2013

- Managing operational duties of various front office counters like new account opening (CASA and deposits), cash, and Inward & and outward clearing.
- KYC Documentation, and KYC follow-up.
- Preparation of various Monthly, Quarterly and annual Reports as per RBI guidelines (CTR and Fixed Deposit).
- ATM Maintenance. (Administering cash dispenser system including loading cash, tallying cash dispensed with the ATM reports, and maintaining registers for the same)
- Managing various Retail Banking services including RTGS, NEFT, ECS, bills collection, follow-up with other banks for remittance collection, maintenance of relevant registers, recovery of service charges, and other supported services.

Excellent Computers, Thirthahalli, Karnataka, India 11/2005 - 01/2007

- Training Students, Freshers, and Working Professionals on the basics of computer skills, MS Office, desktop publishing, and Tally 7.2.
- Conducting tests at various intervals.