

Pallavi R. Bavdane

Career Objective

To work with enthusiasm on challenging assignments that will utilize my experience, technical & aptitude skills and leadership qualities, with an organization where the above qualities are recognized and valued, and offer opportunities for leading a group, knowledge sharing & growth.

Professional Experience

- ✓ A Business Administrator with **in-depth academic knowledge, project exposure** and an effective analytical ability augmenting a highly creative and expressive mind.
- ✓ Possess academic excellence in **MBA (HR)** completed from **Punjab Technical University, Mumbai, India.**
- ✓ Solutions-driven professional with extensive experience in Auditing / Administration field and activities associated with the work.
- ✓ Focused and hard working with a strong work ethic, continuously striving for improvement and committed to offer quality work.
- ✓ Adaptive, quick learner and energetic with business understanding and capable of implementing modern techniques and management tools.

Organizational Experience

- ✓ Total No. of Experience - **08 Years**

Clinical Administrator at Tata Memorial Hospital (Oct 2013 - Jan 2018) - Mumbai, India

- ✓ Oversee the hiring and credentialing of all clinical staff, as well as the training and supervision of non-clinical personnel
- ✓ Worked with facility administrators to develop action plans to help implement policy updates in daily operations.
- ✓ Educated clinical and non-clinical personnel on matters such as proper charting and documentation, correct procedure and claims submission guidelines.
- ✓ Coordinated with external audit teams conducting compliance checks on four separate occasions.

Audit Assistant at Karnavat & Co. (Aug 2010 - Jan 2013) - Mumbai, India

- ✓ Communicate with internal and external contacts in order to ensure that all functions of audit go smoothly.
- ✓ Proof all claims that are made by verifying totals, calculations and general accounts submitted throughout audit.
- ✓ Create and interpret reports detailing the progress and findings of audits in order to share with managerial staff.
- ✓ Proposed audit program, explaining the effect of newly released accounting standards on the performance of client
- ✓ Provided feedback/input to audit planning

Professional Qualifications

- ✓ **MBA (HR)** from Punjab Technical University, Mumbai in 2013 (Passed with First class. Obtained 60% marks).
- ✓ **T.Y. B.com** from Mumbai University, Mumbai in 2009 (Passed with Second class. Obtained 37% marks)
- ✓ **HSC** from Maharashtra State Board, Mumbai Division in 2006 (Obtained 55% marks).
- ✓ **SSC** from Maharashtra State Board, Mumbai Division in 2004 (Obtained 64% marks).

Software Skills

- ✓ Fully conversant with Tally 9.0, MS-CIT, MS Office
- ✓ Operating System Windows Xp, 7, 8 & 10

Hobbies & Interest

- ✓ Reading Books
- ✓ Playing Cricket, Carom, Badminton
- ✓ Exploring new places

Personal Details

Name	: Pallavi R. Bavdane
Husband Name	: Ramchandra B. Bavdane
Gender	: Female
Nationality	: Indian
Languages	: English, Marathi, Hindi
Marital Status	: Married
E-Mail	: pallavigurkhe18@gmail.com
Passport No.	: S0148401 valid up to 25 th Feb 2028
Date of Birth	: 18 th November 1987
Contact Details	: 306/Building No 243, ME-12, Shabiya, MBZ, Abu Dhabi - UAE
Mobile	: +971 52 795 2409

I hereby declare that the above information is true to the best of my knowledge and understanding.

Date:

Place: Abu Dhabi - UAE

Pallavi R. Bavdane.