

SHWETA VIJAY KHAIRE

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City: Mumbai

WORK EXPERIENCE

Zinglin Media Pvt Ltd- Marketing Intern & Relationship Manager February 2021 to August 2021

- Managed to retain Pro content creators on the app using various strategies.
- Served as the Relationship Manager for Pro content creators.
- Tele calling Pro content creators to inform about the contests happening on the app.
- Served as a one point of contact for acquired Pro content creators for reporting issues faced by Pro content creators.
- Ensured that the complaints of Pro content creators are addressed on time and resolved.
- Worked closely in an initiative called Zinglin Influencer Grooming Program for content creators.
- Used Power BI to export data to keep track and evaluate performance of content creators.

VFS Global Services Pvt. Ltd- Operations Officer January 2020 to March 2020

- Documents scrutiny and collection of applications for visa processing.
- Ensured accurate and timely data entry into the system.
- Recorded and maintained all application data.

ACADEMIC PROJECT

K.P.B Hinduja College of Commerce- University of Mumbai

A study of impact on e-banking with reference to Mumbai City

- Prepared a questionnaire and collected primary data through google forms and the summary was transferred to a research project- Gave Interpretation and Presentation in Pie chart method using the responses collected.

Financial planning for salaried employees and strategies for tax savings

- A sample size of 45 respondents was chosen for the research project using primary data collection and used pie chart illustration to show the responses collected.

EDUCATION

Online Course “**An Introduction to Financial Management in Construction**”, Coventry University (via Future Learn) This online course explored financial management and accounting conventions and their importance to the construction industry and other sectors.

(<https://www.futurelearn.com/certificates/kb3a6k4>).

October 2021

K.P.B Hinduja College of Commerce- University of Mumbai

August 2019 to June 2021

Masters of Commerce in Banking & Finance with **CGPI: 9.56 & SGPI: 9.75**

Sydenham College of Commerce & Economics- University of Mumbai

August 2016 to April 2019

Bachelors of Commerce

SKILLS

(i) Basic Microsoft Office Tools (ii) Interpersonal/Communication Skills (iii) Problem Solving and Quick Learner

EXTRA CURRICULAR ACTIVITIES

Volunteered in **Brouhaha' 16** - Logistics Department.

HOD of Social Media and handled PR & Marketing in **Colloquium Flock'21**.