

# MADHURI DANGAT

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## PROFESSIONAL EXPERIENCE:

### Equinox Labs Pvt Ltd, HR Recruiter (Oct 2022 – Present)

- Serving as an enthusiastic & effective recruiter for active openings within the Equinox Labs.
- Worked to drive talent sourcing corporately, within different branches of the organization, Working on various locations PAN India.
- Screening CVs & Shortlisting right candidature & arranging their interviews, taking face to face, telephonic, virtual HR round of interviews, arranging further rounds of interviews with the seniors & management.
- Following up with the candidates from shortlisting to onboarding them & managing full recruitment cycle to keep company fully staffed as per the requisitions.
- Posting Job ads on various portals.
- Attended job fairs to build relationships & source candidates & approached around 100+ people, & coordinated with them further the next day.
- Gathering all the essential documents for sending offer letters & taking acceptance from them, guiding them throughout the process.
- Giving Induction to new joiners, & building relationships with new & former employees.
- Performed all the assigned tasks enthusiastically on time.
- Worked to wholly support our corporate commitment to Equal Opportunity, Diversity, and Inclusion.

### Bajaj Electricals Limited

#### Accounts Executive, Supply Chain Management (Jul 2019 – Jan 2021)

- Created Daily reports viz; Due Payment Report, Payment Report, Omni Report & attending issues & query mails related to reports
- Well versed with Oracle, Operating applications viz; Ebiz, Intranet (Leap Ahead), Omni flow
- Uploaded invoices & lorry receipt in Omni flow software & attending its queries
- Cleared invoices from quality check stage
- Maintained records of expense invoices & processing them from scanning to payment
- Ensured getting bills booked in the system & ensured those bills are paid
- Ensured getting credit notes & bills booked in the system & ensured those bills are paid
- Maintained records of Bank Guarantees, Letter of Credit
- Kept track of Bank Guarantees & returning Bank Guarantees to vendor once expired
- Ensured getting new LCs opened from finance Team & getting acceptance of payment from fiancé Team & following up with vendor regarding its payment
- Followed up with Buyers, Finance & various other teams & got the work done by them

### Axis Bank Limited

#### Assistant Manager, Cash Management Services (CMS) (Dec 2014 – Sept 2017)

- Worked in Centralized Collection & Payment Department
- Well versed with nuances of Banking software viz; Finacle, Fininquiry, EPH branch channel, EPH bancs, Nishchint etc.
- Ensured timely creation of error free master set up under PAYPRO, Atpar, CBSS, Power Access, Profunds, Power E-coll, Cordies, Power E-coll Lite module in stipulated time. All Payment products related (PAYPRO, CBSS, Paythru, Rpay, Power Access, cordies) modifications & queries are being attended & solved within the TAT
- Attended modification mails within TAT & ensuring queries are being resolved on a priority basis by taking time-to-time follow-ups with RMs, branches & internal stakeholders towards smooth functioning of operational processes
- Ensured updating & submission of daily MIS of Master Team on timely basis
- Charges were updated in the TBMS software and maintained within the TAT
- Created Bank user's employee IDs under PAYTHRU as well as in Paypro, Power Access, Cordies within TAT on priority basis.
- Uploaded virtual accounts for Power E-coll mandates on regular basis within the TAT.

## CAREER GOAL

I am seeking a competitive and stimulating environment where I can utilize my skills and knowledge in the best possible way for achieving organizational and personal growth.

## EDUCATION

Financial Analyst Course on  
Udemy - Ongoing

Padmashree Dr. D.Y. Patil, Navi  
Mumbai  
MBA | Finance | June 2014

Dnyanasadhana College,  
Thane, BMS | Marketing | April  
2012

## KEY COMPETENCIES

Strong Interpersonal Skills  
Strong Organizational Skills  
Strong Analytical & Problem-  
Solving Skills  
Adaptable, Quick Learner  
Focused & Self-Driven  
Time Management  
Skilled Multi-tasking

## PROFICIENCIES

### Microsoft Office

- Word • Excel • PowerPoint
- Java Oracle

## LANGUAGES

English • Full Professional  
Proficiency  
Hindi • Native Proficiency  
Marathi • Mother Tongue

**Achievements:** Awarded as the  
Employee of the month of July 2016

- Uploaded Type C data in EPH Portal & done time-to-time follow up with TCS Deployment Team.
- Updated Originator ID for ECS Mandates.
- Handled address updating mails of logistics Team when needed.
- Ensured handling of implementation activities in a very well manner including 1st level verification of documents of Payment & collection products within the TAT.
- Helped & properly coordinated with RM & branches to complete the verification process mostly with FTR. Provided guidance to RM & Branch over the phone regarding documentation & resolved their queries by providing solutions for the same & handled query mails as well.
- Ensured preparation & submission of MIS on timely basis.
- Handled welcome kit activity & arrangement of re-dispatching the same on the correct address.
- Ensured timely scrutiny of original documents within the stipulated timeframe.

**Other Banking Functions Performed:**

- Ensured contribution towards verification of NACH mandates by Direct Debit Team within the stipulated time along with regular work.

**Achievements:** Awarded as the Employee of the month of July 2016