

Amruta Bhavsar

EDUCATION

MBA, Option: Information Technology, CSU East Bay, Hayward, CA Expected 06/2017
Bachelor, Business Administration, Symbiosis Centre for Management Studies, Pune, India 2012

TECHNICAL SKILLS

- Software: MS Word, Excel (advanced: macros, pivot tables, vlookups), PowerPoint, HTML, familiar with C#
- Database Management: familiar with SQL, Oracle, Service Now and SAP operations

PROFESSIONAL WORK EXPERIENCE

California State University East Bay – Hayward, CA 12/2015 – Present
Student Assistant in Assistive Technology Services

- Responsible for training disabled students on applications such as: Kurzweil, Jaws, Dragon Naturally Speaking, ZoomText, Sonocent, Ginger and Livescribe pen. Documenting assessments conducted with students.
- Troubleshooting issues with any assistive technology software. Installing software on student's laptop. Assist them by providing credentials for Kurzweil and YouTube tutorials for first time users.
- Schedule assessments, manage equipment rentals, arrange special events, create spreadsheets for inventory, monthly reports and caption videos.
- Address technical issues in computer lab, upgrade server licenses, install drivers, and upgrade software.
- Review VPATs and approve software/hardware purchases on campus.

PricewaterhouseCoopers (PwC) – Risk Advisory Services, Pune, India 06/2012 – 11/2014
Senior Analyst – Internal Audit Department

- Assisted team in internal audit, development of risk and control matrices, and standard operating procedures.
- Gained strong cross functional working knowledge on internal audit assignments across multifunctional areas such as: human resources & payroll, inventory verification, capital expenditures, treasury, cash and bank, legal compliance, and financial reviews/assessments.
- Assisted internal control team at General Motors (GM) for 5 months with various reviews on leave encashment, cash and check management, vendor analysis for excise, fuel consumption of employees, travel and other various policy compliances. (Original contract extended due to client satisfaction.)
- For 3 months, assisted multinational bank's internal audit (operations in 160+ countries) with procurement and pension audit.
- Performed cash and bank review for India's leading provider of telecommunications (offsite-Sri Lanka for 1 month).
- Independently carried out legal compliance check for state (Maharashtra) government laws, tax laws, labor laws, and excise duties for the manufacturing industry.
- Utilized various SAP and Oracle modules depending on client database.

Special Assignment:

- Out of 50+ analysts located throughout India, selected for special assignment with WPP (a London based multinational advertising and public relations company) in various cities: New York, Chicago, and Denver. Performed SoX compliance reviews and presented findings to CEOs and CFOs at each location.

Achievements:

- Team of 5 won yearly "Spot Award" for completing assignment (stock evaluation) within stringent time frame.
- Received Certification of Appreciation from client and PwC Executive Director for SoX audit in Denver.

STUDENT WORK & INTERNSHIP EXPERIENCE

Student Assistant, Placement Center, Symbiosis Centre for Mgmt. Studies, Pune, India 06/2010 – 04/2012

- Maintained student database (employment recruiters, student work status, resumes, interview trainings, etc.).
- Solicited employers by cold calling faculty references, and alumni resulting in 50% increase in employer attendance.

Intern, Mapro Foods Pvt Ltd, Mahabaleshwar/Wai, India 4/2011 – 6/2011

- Gathered data and designed brochures in Mapro garden (tourist spot) for tourists. Trained staff to conduct tours in the garden in English. At the end of the internship received a pre-placement offer.

- Worked on viral marketing. Enhanced features on Mapro's Facebook page, developed events and created brand awareness.
- Conducted a customer survey in Mapro garden and performed a market research by interviewing retailers.

Intern, Center for Environmental Education (NGO), Pune, India

4/2010 - 5/2010

- Worked on documentation, data analysis, and promoting programs offered by NGO, such as Green Teacher.

VOLUNTEER EXPERIENCE

- Teach For India –Mentored primary kids after school.
- Missionaries of Charity - Distributed food and clothing to homeless.
- Initiate Fun Fair – Won 1st price for raising the most money by organizing a game stall on campus.
- San Francisco Public Library - Assisted kids under 14 in operating computer.

AWARDS

- Sympulse [International Fest organized by SCMS (UG), India] – Team Coordinator, 2010.
- Founder & President, Random Acts of Kindness Club (US) (2006-08) – Welcomed international students.
- California Scholarship Federation - Member of the statewide honor society of high school students.
- O'Melveny & Myers LLP – Scholarship Finalist, Awarded \$1000.
- Maisin Scholar Award (US) - Recipient of 4 year scholarship (\$1,500 per year).

TECHNICAL / CERTIFICATIONS / LANGUAGES

- Certifications: 1) Web Design in Flash & 2) Dreamweaver, GNIIT, India
- Languages: English, Hindi, Marathi, and French (basic)