



# FRANEE KOTAK

Specialization: Finance

## CONTACT

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DOB: 4<sup>th</sup> Dec 1997

## EXPERIENCE

### Process Associate

Tata Consultancy Services Ltd

Jun '18- July '20

#### Tasks/Accomplishments.

- 1) Accounts Payable (P2P) – Processing and accounting foreign currency invoices in Oracle related to Conferences held outside India, Recruitment fees, Professional services.
- 2) Sales Adjustment – Correct the errors which has occurred while creating an Invoice for an order by generating Debit and Credit notes in SAP.

## KEY PROJECTS UNDERTAKEN

### Aditya Birla Sunlife Insurance Ltd

Nov'16-May'17

Details: Advising and selling Insurance Products and Services to Clients.

### Finlatics – Live Project

Dec '20 – Feb '21

Details: Building of virtual portfolio, Sectoral Research and analysis

## POSITION OF RESPONSIBILITY

Creativity Head in Inspira'17 of Mulund College of Commerce

## EDUCATION

<b>PGDM</b> IES's Management College and Research Centre, Mumbai	<b>2022</b>	<b>3.89/4</b>
<b>BMS (Finance)</b> Mulund College of Commerce, Mumbai	<b>2018</b>	<b>79.1%</b>
<b>HSC</b> K. J. Somaiya College of Arts & Commerce, Mumbai	<b>2015</b>	<b>81.38%</b>
<b>SSC</b> New English School, Thane	<b>2013</b>	<b>81.64%</b>

## ADDITIONAL QUALIFICATION

- NISM Series V A: Mutual Fund Distributor Certificate by NISM (2017)
- Insurance Regulatory and Development Authority Certified by IRDA (2016)
- Successfully completed Portfolio and Risk Management course certification by Coursera (2021)
- Successfully completed Wadhvani Foundation's NextGen 10-week IGNITE program on entrepreneurship (2021)

## INTERNSHIP

### A Purple Ventures Management Consultants LLP (Summer Intern)

May 21 – June 21

**Project Title:** Credit Management in Banking Sector

## CO-CURRICULAR AND EXTRA-CURRICULAR ACHIEVEMENTS

- Awarded as Best Research Paper "Restaurant Revolution: A study on changing consumer preferences and perception on adapting to new normal" in 11<sup>th</sup> International Business Research Conference in IES MCRC.
- Presented Research Paper "New Normal Inspiring New Innovations in Restaurant Industry: A Study on Shifting Consumer Expectations and Preferences" in IIM Shillong- International Marketing Conference- "Innovations in Contemporary Marketing: Theory and Practice"
- Awarded as Star Performer of the month (May'19) in Tata Consultancy Services Ltd.
- 1<sup>st</sup> place in Ideal Play Abacus India Pvt. Ltd. (National Level)
- 2<sup>nd</sup> place in Management Guru poster making competition in Mulund College of Commerce