

SHRUTI DAGA

MBA (Finance) | Assistant Professor | Banking & Finance Professional

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PROFESSIONAL SUMMARY

MBA (Finance) professional with experience spanning **academics and banking operations**. Currently serving as an **Assistant Professor (MBA)** at Adsul's Technical Campus while bringing prior industry experience from Kotak Mahindra Bank. Skilled in Finance, Banking Operations, Financial Analytics, Business Strategy, and Regulatory Compliance. Possesses strong expertise in classroom instruction, student mentoring, branch operations, financial reporting, customer relationship management, and data-driven decision-making. Committed to delivering academic excellence while bridging industry practices with management education.

CORE COMPETENCIES

Academics

- MBA Teaching
- Student Mentoring
- Curriculum Delivery
- Classroom Management
- Presentation Skills
- Academic Administration

Banking Operations

- Branch Banking Operations
- Cash Management
- Vault Security
- Transaction Processing

- Audit Compliance

Finance & Analytics

- Financial Reporting
- Financial Analysis
- Business Modelling (SWOT)
- Financial Planning

Technical Skills

- Power BI
- Microsoft Excel
- Tally ERP with GST
- GST Portal

Compliance

- RBI Guidelines
- KYC & AML Compliance
- Documentation
- GST Return Filing

Customer & Relationship Management

- Customer Acquisition
- Lead Generation
- Cross-selling
- Relationship Management
- Conflict Resolution

PROFESSIONAL EXPERIENCE

Assistant Professor (MBA)

Adsul's Technical Campus

May 2026 – Present

Key Responsibilities

- Deliver lectures for MBA students in Finance and Management subjects.
 - Prepare lesson plans, presentations, assignments, and assessment materials.
 - Mentor students in academic projects, presentations, and career development.
 - Conduct internal assessments, examinations, and evaluations.
 - Promote interactive and industry-oriented learning methodologies.
 - Participate in departmental academic and administrative activities.
 - Contribute to curriculum enhancement and student engagement initiatives.
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Kotak Mahindra Bank Ltd.

Deputy Manager

March 2025 – Present

Personal Banker – Inbound (Cashier)

July 2025 – May 2026

- Managed high-volume cash transactions with 100% accuracy.
- Ensured compliance with RBI regulations, KYC, AML, and internal banking policies.
- Delivered exceptional customer service while maintaining operational efficiency.
- Managed branch documentation and transaction processing.
- Assisted customers with banking products and financial services.
- Collaborated with branch teams to achieve operational and business targets.

Premier Acquisition Manager

March 2025 – July 2025

- Acquired high-value customers through strategic lead generation.
- Managed CASA acquisition and customer relationship development.

- Conducted financial need analysis and recommended suitable banking solutions.
 - Cross-sold banking products to maximize customer value.
 - Achieved sales and acquisition targets consistently.
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L&T Electrical & Automation Company

Finance Intern – GST Trainee

June 2023 – August 2023

- Assisted in GST return filing and statutory compliance.
 - Worked on GST Portal for return processing.
 - Generated and verified E-way Bills.
 - Verified supporting documents for GST compliance.
 - Learned indirect taxation procedures and documentation.
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EDUCATION

Master of Business Administration (MBA) – Finance

Ramchandran International Institute of Management – The Academy School of Business Management

2022 – 2024

Bachelor of Business Administration (BBA) – Finance

B.P.H.E. Society's Ahmednagar College

2019 – 2022

CERTIFICATIONS

- NCC Certificate Holder
- Tally ERP with GST
- Financial Accounting

- Asset Management
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TECHNICAL SKILLS

- Microsoft Excel
 - Power BI
 - Tally ERP
 - GST Portal
 - MS Office
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AREAS OF INTEREST

- Banking & Financial Services
 - Financial Management
 - Business Analytics
 - Corporate Finance
 - Teaching & Academic Research
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PERSONAL ATTRIBUTES

- Excellent Communication Skills
 - Analytical Thinking
 - Leadership & Team Collaboration
 - Problem Solving
 - Time Management
 - Adaptability
 - Student Mentoring
 - Customer Relationship Management
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HOBBIES

- Cooking
- Listening to Music

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I understand that any discrepancy may lead to the rejection of my candidature.

Date: _____

Place: _____

(Shruti Daga)