

# Circle of Specialisation

Dr. Sachin Mohan Bhide  
Marketing Strategy Consultant  
Eha Management Consultancy  
9823038828  
[sachin@ehamanagementconsultancy.com](mailto:sachin@ehamanagementconsultancy.com)

# **Roles & Responsibilities**

# **Strengths & Weaknesses**

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Weaknesses**

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Responsibilities**

**Specialisation**

**Strengths &  
Weaknesses**

# ROLES & RESPONSIBILITIES OF FINANCE MANAGER

# Roles & Responsibilities of Finance Manager

1. Set up accounting & payment processes
2. Manage day-to-day accounting including vendor payments, reconciliations and reporting
3. Manage payroll & employee compensation
4. Prepare regular MIS reports for CEO & Board

Source: [http://www.naukri.com/job-listings/Finance-Manager-bangalore-Human-Capital-Solutions-Bengaluru-Bangalore-2-to-5-years-09631600781?rc=jobsearchDesk\\_ha&id=145767434513378&qt=10&qt=finance%20manager&rcPage=1](http://www.naukri.com/job-listings/Finance-Manager-bangalore-Human-Capital-Solutions-Bengaluru-Bangalore-2-to-5-years-09631600781?rc=jobsearchDesk_ha&id=145767434513378&qt=10&qt=finance%20manager&rcPage=1)

# Roles & Responsibilities of Finance Manager

5. Analyse financial performance of various business units & share insights to drive greater capital efficiency
6. Understand the regulatory environment & their impact on the business of the company
7. Work with accounting partners to ensure continuous regulatory and tax compliance

Source: [http://www.naukri.com/job-listings/Finance-Manager-bangalore-Human-Capital-Solutions-Bangaluru-Bangalore-2-to-5-years-09631600781?src=jobsearchDesk\\_ha&id=145767434513378;sp=10&sp=finance%20manager&srcPage=1](http://www.naukri.com/job-listings/Finance-Manager-bangalore-Human-Capital-Solutions-Bangaluru-Bangalore-2-to-5-years-09631600781?src=jobsearchDesk_ha&id=145767434513378;sp=10&sp=finance%20manager&srcPage=1)



# Roles & Responsibilities of Finance Manager

8. Experience in financial & data analysis
9. Bachelor's degree in Finance, Accounting or related field
10. MBA and/or CPA preferred
11. Strong financial modelling (Excel) and scenario analysis skills
12. Work with SQL a plus

Source: [http://www.naukri.com/job-listings-Finance-Manager-bangalore-Human-Capital-Solutions-Bangalore-2-to-5-years-093360057817rcr-jobsearchDesk\\_ha&id=14576743451337&qt=10&qt=finance%20manager&rcPage=s](http://www.naukri.com/job-listings-Finance-Manager-bangalore-Human-Capital-Solutions-Bangalore-2-to-5-years-093360057817rcr-jobsearchDesk_ha&id=14576743451337&qt=10&qt=finance%20manager&rcPage=s)

# Roles & Responsibilities of Finance Manager

13. Strong budgeting, forecasting, & analysis experience required

Source: [http://www.naukri.com/job-listings/Finance-Manager-bangalore-Human-Capital-Solutions-Bengaluru-Bangalore-2-to-5-years-096316005781?src=jobsearchDesk\\_ha&id=145767434513378&qt=10&qt=finance%20manager&rcPage=4](http://www.naukri.com/job-listings/Finance-Manager-bangalore-Human-Capital-Solutions-Bengaluru-Bangalore-2-to-5-years-096316005781?src=jobsearchDesk_ha&id=145767434513378&qt=10&qt=finance%20manager&rcPage=4)

# **ROLES & RESPONSIBILITIES OF HUMAN RESOURCE MANAGER**

# Roles & responsibilities of Human Resource Manager

1. To ensure proper implementation of all HR policies.
2. Responsible for leading a team
3. Responsible for Manpower Planning & Recruitment
4. Responsible for end-to-end spectrum of HR

Source: [http://www.naukri.com/job-listings/Job-Opening-for-post-of-HR-Manager-at-Ahmedabad-Ectricalworks-India-Pvt-Ltd-Ahmedabad-7-to-12-years-081215089397rc-jobssearchDesk\\_ha&id=145767753781216xp=9&qi=hr%20manager&srcPage=s](http://www.naukri.com/job-listings/Job-Opening-for-post-of-HR-Manager-at-Ahmedabad-Ectricalworks-India-Pvt-Ltd-Ahmedabad-7-to-12-years-081215089397rc-jobssearchDesk_ha&id=145767753781216xp=9&qi=hr%20manager&srcPage=s)

# Roles & responsibilities of Human Resource Manager

5. The person works closely with the Regional Site heads & Director HR to align HR with Business Goals
6. To oversee the entire gamut of HR activities starting from Recruitment, Induction & Orientation
7. To take care of Performance Management System for the region

Source: [http://www.naukri.com/job-listings/Job-Opening-for-post-of-HR-Manager-at-Ahmedabad-Ecticalworks-India-Pvt-Ltd-Ahmedabad-7-to-12-years-08121508939frc-jbsearchDesk\\_ha&sid=14576775378121&xp=9&qi=hr%20manager&srcPage=s](http://www.naukri.com/job-listings/Job-Opening-for-post-of-HR-Manager-at-Ahmedabad-Ecticalworks-India-Pvt-Ltd-Ahmedabad-7-to-12-years-08121508939frc-jbsearchDesk_ha&sid=14576775378121&xp=9&qi=hr%20manager&srcPage=s)

# Roles & responsibilities of Human Resource Manager

8. To handle the entire exit process & analysis.
9. To handle employee engagement activities and R&R programs.
10. To manage HRIS
11. Handling employee grievances
12. Coordinating recruitment & selection process

Source: [http://www.naukri.com/job-listings/job-opening-for-post-of-hr-manager-at-ahmedabad-ecriticalworks-india-pvt-ltd-ahmedabad-7-to-12-years-08121508939frc-jobssearchDesk\\_ha&id=145767753781216xp=9&qi=hr%20manager&srcPage=s](http://www.naukri.com/job-listings/job-opening-for-post-of-hr-manager-at-ahmedabad-ecriticalworks-india-pvt-ltd-ahmedabad-7-to-12-years-08121508939frc-jobssearchDesk_ha&id=145767753781216xp=9&qi=hr%20manager&srcPage=s)

# Roles & responsibilities of Human Resource Manager

13. Organizing employee engagement activities.

14. To take care of the entire life cycle of an employee

# MARKETING MANAGER



# Roles & responsibilities of Marketing Manager

1. Plan Digital marketing including SEO, SMO and offline branding objectives.
2. Expand product solutions & offerings on Social Media & other platforms.
3. Prepare marketing strategies alongside other company executives & staff.

Source: [http://www.naukri.com/job-listings-Marketing-Manager-Archibiz-Gurgaon-2-to-4-years-090316900290?src=jobsearchDesk\\_ha&sid=1457678204722&xp=16&q=marketing%20manager&src=Pages](http://www.naukri.com/job-listings-Marketing-Manager-Archibiz-Gurgaon-2-to-4-years-090316900290?src=jobsearchDesk_ha&sid=1457678204722&xp=16&q=marketing%20manager&src=Pages)

# Roles & responsibilities of Marketing Manager

4. Analyze market trends & recommend changes to marketing & business development strategies based on analysis and feedback.
5. Prepare & adhere to budgets
6. Oversee creation & delivery of press releases, advertisements, & other marketing materials.

Source: [http://www.naukri.com/job-listings-Marketing-Manager-Archibiz-Gurgaon-2-to-4-years-090316900290?src=jobsearchDesk\\_ha&sid=14576787204722&xp=16&qp=marketing%20manager&srcPages](http://www.naukri.com/job-listings-Marketing-Manager-Archibiz-Gurgaon-2-to-4-years-090316900290?src=jobsearchDesk_ha&sid=14576787204722&xp=16&qp=marketing%20manager&srcPages)

# Roles & responsibilities of Marketing Manager

7. Design print ads & publications as per the latest social media trends & offline marketing strategies.
8. Ensure brand messages are consistent.
9. Gather & analyze customer insight.
10. Nurture & enrich all external perceptions of the company & growth of market share.

Source: [http://www.naukri.com/job-listings-Marketing-Manager-Archibiz-Gurgaon-2-to-4-years-090316900290?src=jobsearchDesk\\_ha&sid=1457678204722&xp=16&qp=marketing%20manager&srcPages](http://www.naukri.com/job-listings-Marketing-Manager-Archibiz-Gurgaon-2-to-4-years-090316900290?src=jobsearchDesk_ha&sid=1457678204722&xp=16&qp=marketing%20manager&srcPages)

# Roles & responsibilities of Marketing Manager

11. Engage consumers on social media.
12. Deepen relationships with all media to ensure the most effective messaging & positioning of the organization.
13. Lead all areas of content generation and production across all media platforms.
14. Take calculated risks based on data-driven analytics.

Source: [http://www.naukri.com/job-listings-Marketing-Manager-Archibiz-Gurgaon-2-to-4-years-090316900290?src=jobsearchDesk\\_ha&sid=14576787204722&xp=16&qp=marketing%20manager&src=Pages](http://www.naukri.com/job-listings-Marketing-Manager-Archibiz-Gurgaon-2-to-4-years-090316900290?src=jobsearchDesk_ha&sid=14576787204722&xp=16&qp=marketing%20manager&src=Pages)

# Roles & responsibilities of Marketing Manager

15. Drive overall CRM & direct marketing.
16. Engage other organizations within the community.
17. Collaborate with sales & sourcing to develop strategic partnership activities & implement the execution framework & strategic plan on identified opportunities.
18. Develop & lead a marketing team that will develop & execute new concepts, business models, channels & partners to position business as innovator & leader.

Source: [http://www.naukri.com/job-listings-Marketing-Manager-Archibiz-Gurgaon-2-to-4-years-090316900290?src=jobsearchDesk\\_ha&sid=14576787204722&xp=16&qp=marketing%20manager&src=Pages](http://www.naukri.com/job-listings-Marketing-Manager-Archibiz-Gurgaon-2-to-4-years-090316900290?src=jobsearchDesk_ha&sid=14576787204722&xp=16&qp=marketing%20manager&src=Pages)

# STRENGTHS & WEAKNESSES

# Strengths

1. What advantages do you have that others don't have (skills, certifications, education, or connections)?
2. What do you do better than anyone else?
3. What personal resources can you access?
4. What do other people see as your strengths?

Source: [https://www.mindtools.com/pages/article/newTMC\\_05\\_1.htm](https://www.mindtools.com/pages/article/newTMC_05_1.htm)

# Strengths

5. Which of your achievements are you most proud of?
6. What values do you believe in that others fail to exhibit?
7. Are you part of a network that no one else is involved in? If so, what connections do you have with influential people?

Source: [https://www.mindtools.com/pages/article/newTMC\\_05\\_1.htm](https://www.mindtools.com/pages/article/newTMC_05_1.htm)



# Weaknesses

1. What tasks do you usually avoid because you don't feel confident doing them?
2. What will the people around you see as your weaknesses?
3. Are you completely confident in your education and skills training? If not, where are you weakest?

Source: [https://www.mindtools.com/pages/article/newTMC\\_05\\_1.htm](https://www.mindtools.com/pages/article/newTMC_05_1.htm)

# Weaknesses

4. What are your negative work habits (being late, disorganized, short temper, poor at handling stress)?
5. Do you have personality traits that hold you back in your field? (Fear of public speaking will affect in conducting meetings)

Source: [https://www.mindtools.com/pages/article/newTMC\\_05\\_1.htm](https://www.mindtools.com/pages/article/newTMC_05_1.htm)