

To work, learn and grow with an organization to reach high level by utilizing my potential and talent to its fullest.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION G H RAISONI UNIVERSITY

06/2021 - Present SAIKHEDA, MP

FINANCE/HR
- 4TH SEMESTER
PURSUING

MASTER OF COMMERCE NAGPUR UNIVERSITY (RTMNU)

06/2015 - 06/2017 PERCENTAGE:-62.43

BACHELOR OF COMMERCE NAGPUR UNIVERSITY (RTMNU)

06/2012 - 06/2015 PERCENTAGE:- 49.55

WORK EXPERIENCE

Office Coordinator TRIRATNA IT KALMESHWAR

06/2015 - 08/2019 KALMESHWAR

Achievements/Tasks
- Follow office workflow procedures to ensure maximum efficiency.
- Maintain files and records with effective filing systems.
- Support other teams with various administrative tasks.

Contact : INDRASHEKHAR BHAKARE - 9823448482

Aseet Coordinator Trainee HDFC MERCHANT SERVICES

10/2021 - 12/2021 NAGPUR

MBA Summer Internship Program CHIMURKAR ASSOCIATES

10/2022 - 12/2022 NAGPUR

SKILLS

Leadership skills

Creative thinking abilities.

Capacity for teamwork.

Time management skills.

Patience.

Interpersonal skills

CERTIFICATES

MS-OFFICE (MS-CIT)

MD-CIT (Master Diploma In Computer Information Technology)

BSFI (Banking Financial Service And Insurances)

TALLY ERP 9.

LANGUAGES

MARATHI

Native or Bilingual Proficiency

ENGLISH

Professional Working Proficiency

HINDI

Native or Bilingual Proficiency