

## Curriculum Vitae

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### **CARRER OBJECTIVE**

A dedicated, self-motivated individual seeking for an employment opportunity that offers a positive atmosphere to utilize, learn, improve and enhance my skills, while making a significant contribution to the success of the organization.

### **EDUCATIONAL QUALIFICATION**

SSC	Ideal English School	2011
HSC	Ideal English School	2013
Bachelors in Commerce – Banking & Finance	University of Pune	2014-2016
Master’s in Business Administration - HRD	University of Pune	2016-2018

### **TECHNICAL QUALIFICATION**

Diploma Course in Graphic & Office Automation 2015 - Disha Institute (Specialization in MS Office, Tally ERP, Internet & Graphic Designing)

PC Maintenance		2014 – AICPTR
Tally ERP 9	2013 - AICPTR Maharashtra State Certificate in Information Technology – MS-CIT MS Excel- Sami InfoTech Navi Mumbai	2011 - MSBTE

### **PROFESSIONAL EXPERIENCE**

<u>Accounts Assistant</u>	<i>Kawchali Associates</i> – Jun 2017 –Jun 2018	India
<u>Cashier</u>	National Exchange- Jul 2018- Aug 2019	Qatar
<u>Transport Co-ordinator</u>	Nass Contracting- Dec 2019-July 2022	Bahrain
<u>HR Recruiter</u>	Skyscraper Consulting Sep 2022-May 2023	India

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## RESPONSIBILITIES

- Providing support to the Accounting Department.
- Handling communications with clients and vendors via phone, email, and in-person.
- Processing transactions, issuing cheques, and updating ledgers, budgets, etc.
- Preparing financial reports.
- Assisting with audits, fact checks, and resolving discrepancies.
- Forwarding Plant hire request to Nass Commercial hiring Department through Mail.
- Forwarding insurance and TP certificates to all sites.
- Annual, Emergency and Exit Clearance making.
- Plant and Equipment Utilization daily report update.
- Central Garage daily KPI report update. □ Small Plant report Daily updating.
- Arranging Bapco Safety Induction
- Prepare asset, liability and capital account entries by compiling and analyzing account information.
- Experience with general ledger functions and the month-end/year end close process.
- Scheduling of transport for different sites as per the request
- Coordinating with drivers for timely delivery of materials
- Preparing of monthly transport income and expense report and submit to top management
- I was working as a HR recruiter In Skyscraper Consulting.
- Using Job Portals like Naukri,Shine,Monster and imes.
- Daily Walk in drives.
- Handling the clients like WNS,Wipro,Capita,Galleghar,AM info Web,Mphasis

## PERSONAL DATA

Date of birth: 03-Dec-1995  
Nationality: Indian  
Marital Status: Single  
Visa Status: Visit Visa Valid Till 10<sup>th</sup> Aug 2023