**KHUSHBU DEEPAK GHORAI**

**B5/03, Ekta C.H.S. Sec-9,**

**Opp : R.F.Naik School, Koper Khairane,**

**Navi Mumbai 400 709**

**Mobile No.: 7021322102**

**Email ID: khushbughorai1305@gmail.com ~ Passport no: T7778981**

**CAREER OBJECTIVE:** I wish to work in organization which provides me sufficient growth opportunity to learn new technology & to apply my knowledge and to be recognized as a strategic asset of the organization which helps in achieving the organizational goal.

**EDUCATIONAL QUALIFICATIONS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year of Passing** | **Course** | **College / University** | **Prtg%** |
| 2015 – 2018 | Bachelor of Management StudiesSpecialization: HR/Marketing | SMT.P.N. Doshi Women’s College | 61% |
| 2014-2015 | Higher Secondary Certificate | Maharashtra Board | 60% |
| 2012-2013 | Secondary School Certificate | Maharashtra Board | 60% |

**PROFESSIONAL EXPERIENCE:**

**Accenture Solution Pvt Ltd. (Oct’2018 – Present)**

* **Key Responsibilities-**
1. Gross Sales (Inventrust Properties) – Financial Services Ongoing
* Analysis & Reviewing for the gross sales received from the clients. Responsibility of adding log into tracker & revalidating the emails.
* Updating trackers, entering sales in JDE & Sending Sales Report Deliverables. Feedback tracker email.
1. Reconciliation of Common Area Maintenance (CAM Project)
* Reconciliation of rent from rent roll of previous year and current year.
* Calculating Expenses of Management fees and Other Utility Expenses.
* Reconciliation of Common Area Maintenance, Insurance and Real Estate Property equipment leases.
1. Analysis Leases and other property documents to provide support to customize related billing software and support invoice (JD Edwards, Client Desktop & ECM).
2. Worked on different client sites such as Oracle, DDR Corp.

**VD Business Solutions Consultancy** (Since Mar’18 to Sep’18)

* Key Responsibilities-
1. Worked as a HR Executive in Compliance Department.
2. Worked in Audit Team, PF, ESIC, PT.

**Birla Sun Life| Winter Intern**  (Since Oct’16 to Dec’16)

* Key Responsibilities-
1. Training on different types of health, wealth, child and retirement policies.
2. Sold a Tax Solution policy or Money back policy to one person.
3. Awarded as Top 10. Intern in **“Birla Sun Life”**.

**Expertise in College Activities:**

* **Research Project**
* Detailed Research to understand “Factors affecting word of mouth/publicity for Vithal Kamat Hotel”, in a sample size of 150.
* Collecting data responses through online questionnaire.
* **Volunteer Experience:**
* Participated in Kotak Umang as a volunteer to educate children as a member of NSS.

 **Extracurricular Achievement:**

* Class Representative in First year of BMS Dept., General Secretary in Second year of BMS Dept.
* Organized an event under the college fest “GOAL” Leading a team of 20 Members.
* Participated in “BAZAAR” Marketing Fest.
* Attained NSS Camp for 7 days (2015-2016)
* Attained Seminar of Brand Management in SNDT Matunga.

**Other Technical Skills:**

* **Tally ERP 9.**
* **MS. Office (Excel, Power Point etc.)**
* **Language Expert (Spanish (A1))**

**Personal Details:**

**Date of Birth : 13th May 1997**

**Marital Status : Single**

**Hobbies : Listening Music, Shopping, Reading and Learning new things.**

 **Regards,**

**Khushbu Deepak Ghorai**