

RESUME

Shrikant Shekhar Acharya

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Objective

To work with an organization that will utilize my management, supervisory and administrative skills for mutual growth and success.

Experience Details

1. Worked with **NRB Bearings, Aurangabad** as a Office Assistant for Six months (2010)
2. Worked with **Aircool Engineers, Aurangabad** as a Office Assistant for two years (2011-13)
3. Working with **Godrej Interio** as Back Office Executive, Office Assistant, Commercial Department & Administrative Work from 2014 to till date.

Job profile

- Responsible for maintaining the records of office inventory.
- Providing Quotations to customs, Making Tax Invoice in Tally, Giving reply to mail of any requirement, Sending Purchase Order to Head Office, Letter / Mail Drafting.
- Maintaining the Daily transactions data in the MS excel sheets.
- Prepared daily / weekly reports for different departments as per their standard formats.
- Answered to the Daily query / complaint mails by customers.
- Inwarding all documents & Maintaining MIS Reports.
- Updated the report formats as per the instructions from the higher management.
- Distributing the stationary as per requirement and keeping the record.
- Checking the availability of stationary and other required things and ordering for them.
- Coordinating with the dealers, Suppliers and vendors.
- Maintaining the documents records.
- Responsible for handling the petty cash and keeping the record of expenses
- Booking Air Tickets & Train Tickets responsibilities

Education Background

- Bachelor of Computer Science Graduate from Vasantrya Naik College in year 2010 with 61.47%.
- HSC passed from Shiv Chhatrapati College in year March- 2006 with 56.83%.
- SSC passed from Saint Xaviers High School in year March- 2004 with 52.26%.

Computer Skill

- MS-CIT 2009 with 62% (Including Windows Vista, MS-Office 2007 -Word, Excel, Power Point)
- Operating System: Windows Vista, Windows XP, Windows 7/8/10.
- English Typing Speed 30 W.P.M With 77%

Key Skills

- Good Communication Skill.
- Good verbal and written communication skills.
- Ability to work in pressure.
- Team work.
- A good deal of patience and hope to accept challenges to win.
- Hard working and loyal.

Extra Curricular Activities

- Received appreciation for good office management.
- Participated in Cricket competition many times during my education.

Hobbies

- Playing Cricket.
- Playing Carom.
- Reading books.
- Listening music.

Personal Details

- Full Name : Shrikant Shekhar Acharya
- Date of Birth : 03/05/1988
- Permanent Address : "Janki Nivas" N-2 J-Sector J/3/12 Cidco Aurangabad
- Marital Status : Married
- Language Known : English, Hindi, Marathi & Kannada
- Nationality : Indian
- Gender : Male.

Declaration

I hereby inform that above information is true and the best of my knowledge.

Date: / /
Place: Aurangabad

(Shrikant Shekhar Acharya)