**CURRICULAM VITAE**

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**OBJECTIVE**

To build a successful career in respective department by applying my **P**rofessional **E**ducational qualification and to grow with the **O**rganization.

**EDUCATION**

**Bachelor of Commerce (B.Com) –** 2004-2005

Science, Arts and P.O.Nahata

Commerce College, Bhusawal

**Higher Secondary Certificate Examination (HSC) –**  1999-2000

Nasik Board

Science, Arts and P.O.Nahata Commerce College, Bhusawal.

**Secondary School Certificate (SSC) –**  1997-1998

Nasik Board

St. Aloysius High School, Bhusawal.

**ADDITIONAL QUALIFICATION**

# Diploma in System Management (DISM) (APTECH computer Center), Bhusawal

1. **Computer Operator (C.O)** (Institute of Computer Administration), Bhusawal

# WORK EXPERIENCES

#  Designation Duration Organization

Account Assistant 1Year Malhar Communication,

 Jalgaon

My job profile was to do computerized entries from the journal, vouchers and books of account. To visit banks and deposit cheque and cash.

**(Computerizing the manual entries as per receipts, payments, journals, Invoices and regular feedback to parties via mails and calls.)**

#  Designation Duration Organization

Sr. Credit Analyst (Operations) 8 Years Infosys Private Limited

 Pune (Maharashtra)

My job profile was to do a credit analyst of the customer who applies for telephone connection which includes Wi-Fi, internet, call and other modern facilities. We check customers credibility in the market. From the database we found his credit of paying with loans and maintaining credit card and banks account. If required we have do a security check by making a call.

# Designation Duration Organization

1. Executive Assistant or PA 2 Years Rishabh Metals & Chemicals Pvt Ltd
2. (To Director - Administration) Mumbai/ Jalgaon (Maharashtra)

Worked with Rishabh Metals and chemical Pvt. Ltd. Mumbai/Jalgaon (Maharashtra) as executive assistant or PA to Director (Administration dept). My job profile is to look after preparation of daily work of production, stores, sample dispatch and utilities. Arrange and organizing meeting between director and managers, supervisors and other HOD's. Taking dictations and conference calls. To answer and direct phone calls, to organize and schedule appointments, plan meetings and take detailed minutes, to write and distribute emails, correspondence memos, letters, faxes and forms, to assist in preparation of regularly schedule reports, develop and maintain filing system, maintain office policies and procedure, to order office supplies and  research for new deals and suppliers, maintain contact lists, to book travel arrangements, submit and reconcile expenses reports, to provide general support to visitors, act as point of contact for internal and external clients and to liaise with executives and senior administrative assistants to handle queries and requests from senior managers.

**CURRENT WORK EXPERIENCE**

**Designation Duration Organization**

Executive Assistant 1.10 Year Hira Ferro Alloys Limited.

To Director Raipur (C.G)

Working with Hira Ferro Alloys Limited (A Hira Group of Companies) My job profile is to look after preparation of daily work of production, stores, finished good (Lab report), Cooling water parameters, Load distribution report . Arrange and organizing meeting between director and managers, supervisors and other HOD's. Taking dictations and conference calls. To answer and direct phone calls, to organize and schedule appointments, plan meetings and take detailed minutes, to write and distribute emails, correspondence memos, letters, faxes and forms, to assist in preparation of regularly schedule reports, develop and maintain filing system, maintain office policies and procedure, to order office supplies and  research for new deals and suppliers, maintain contact lists, to book travel arrangements, submit and reconcile expenses reports, to provide general support to visitors, act as point of contact for internal and external clients and to liaise with executives and senior administrative assistants to handle queries and requests from senior managers.

# My total experience would be more than 12 Years.

# COMPUTER PROFICIENCY

Basic, Ms-Office & HTML

# AWARDS AND ACHIEVEMENTS

* Participated in inter college competition in “Badminton championship tournament”
* Participated in District level Table Tennis Tournament.

# PERSONAL DETAILS

**Marital Status : - M**arried

**Date of Birth : - 09**th February 1981.

**Present Address : -** House No.3, Street No.15, Sector 3, Sumeru Math,

ProfessorColony, Purani Basti, Raipur (Chattisgarh)

 Pin - 492001

**Language Known : - E**nglish, **H**indi, **M**arathi. (All Can Read-Write-Speak)

**Hobbies : - R**eading Newspaper, **L**isting **M**usic, **T**raveling, etc.

**Strengths : - P**ositive, **T**eam **P**layer, **C**onfident, **G**ood **L**istener

**Location Preference : - P**referably **M**etros **OR** **A**nywhere in **I**ndia & Abroad.

**PLACE: -** Raipur

**Date: -** 13th March 2021  **(Riteshkumar Tandi)**