

**Akshata Sanjay Naik**

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+91-8369601637

**Carrier Objectives:**

To be a part of an organization that help me to build skills, expand my knowledge with my team in any task that leads to achieve success in all the roles we get to play in the organization for the organization.

**Professional Experience:**

<b>Period</b>	<b>Organization</b>	<b>Designation</b>
May, 2016 to June, 2017	Barclays(UK)	Senior Customer Service executive
September, 2018 to Till Date	ABM Green Power Pvt Ltd	Account Assistant

**Current Organization**

**ABM Green Power Pvt Ltd.**

**Job Profile**

ABM Green Power Private Limited is one of the renowned organizations, immensely indulged in wholesale trader an extensive range of UPS System, Computer Electronic Hardware and SMF Batteries etc. We are service provider of UPS Rental Service.

**Roles & Responsibilities**

- Daily Accounting Entries.
- Handling Daily Petty Cash.
- Handling client calls, Payment Follow up.
- Sending Quotation to customers and follow up for the same.
- Generating Sales Invoice.
- Generating Purchase order for vendor.
- Generating service Claims to Eaton as ASP

## Previous Organization

### Barclays(UK) Job Profile

Barclays is a British multinational investment bank and financial services company, headquartered in London. Apart from investment banking, Barclays is organised into four core businesses: personal banking, corporate banking, wealth management, and investment management.

### Role & Responsibilities

- Investigating the fraud cases on debit card and responsible for providing the best outcome of a case.
- Protecting client and Customer data.
- Maintaining Customer data

### Educational\_Credentials

Name of the degree	University	Year of passing	Scholastic standing
T.Y.B.Sc(IT)	Mumbai University	2014-15	64%
H.S.C (Commerce)	Maharashtra State Board	2011-12	60%
S.S.C	Maharashtra State Board	2009-10	69%

### Software skills:

- MS-CIT
- Tally ERP 9

### Hobbies:

- Listening Music
- Travelling
- Learning New Things

**Personal details:**

Father Name : Sanjay Naik  
DOB : 15<sup>th</sup> May 1995  
Sex : Female  
Marital Status : Single  
Language Proficiency : English, Marathi & Hindi.

**Declaration:**

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

**Place: Mumbai**

**Date:**

**Akshata .S. Naik**