

Akshay Chaudhari



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PROFESSIONAL VALUE OFFERED

Proven ability to prioritize multiple and complex tasks; Exercise a high degree of discretion, integrity and tact in handling matters. A diligent and dedicated Bachelor of Commerce Student from Mumbai University seeks a challenging and rewarding position. Capable of working under pressure, self-motivated, a team person always striving to achieve promptness, quality standards in service, a passionate and creative individual with a good knowledge of hospitality management, excellence in providing customer service-satisfaction complemented by a passion for achieving high quality at work. Possess mentoring & relationship management skills

ACADEMIC CREDENTIALS

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|----------|--|--------|----------|
| • M.Com | Rizvi College, Mumbai University | 53.88% | Feb 2021 |
| • B. Com | Rizvi College, Mumbai University | 62.42% | Apr 2018 |
| • HSC | Rizvi College, Maharashtra State Board | 70.92% | Feb 2015 |
| • SSC | St. Elias High School, Maharashtra State Board | 72.91% | Mar 2013 |

PROFESSIONAL EXPERIENCE



JEWELLERY BY

BABITA AGRAWAL **BABITA AGARWAL JEWELLERY PVT LTD**

25TH Jun 2018 – 27TH Mar 2021

Admin and Accounts assistant

- To make entries in the software system and making necessary amendment
- Reporting to administrative or office manager about any HR related working with managing level
- Taking messages and transferring calls
- Ordering office supplies and stationery and taking care of office equipment's
- Outgoing Office and Banking Work
- Keeping Proper Records of Banking & Cash Transactions & Making Online Payment's and Online Fund Transfer
- Coordination with all staffs
- Party/clients payment/outstanding clearing
- Giving instructions and solving queries of clients through email
- Coordinating between staffs and clients in order to solve complaints
- Maintaining rental income and expenses related to properties

COMPUTER SKILLS

- MS Office Suite of Applications including Word, Excel, Tally Basic

SKILLS & STRENGTHS

- Well organized and self-motivated to achieve institutional goals.
- Merit of being a quick learner with an ability to achieve new objectives.
- Professionally committed, Responsible with Integrity and Trustworthiness.
- Innovative and always working on set goals, value time and focus on priorities.

PERSONAL INFORMATION

Address: 345, Aglave House, Patil Pada, Pitale Lane, Khar Danda, Khar–West, Mumbai– 400052
Languages: English, Hindi and Marathi
Date of Birth: 08th Jan, 1997
Marital Status: Single
Nationality: Indian

Declaration:

I hereby declare that the above information provided by me is true and correct to the best of my knowledge and belief.

Date:

Place: Mumbai

(Akshay Chaudhari)