

Jesse Shanthkumar Sugar

Room no 12, chawl E/16, plot no-2, Ambedkar road, M.L camp, Matunga,

Mumbai-400019

Mobile no:9867741155 email ID:jesseshanthkuma@gmail.com

Career Objective:

To achieve the best in the field through hard work, sincerity, learning and application.

Educational Qualification:

- B.COM (2018) from S.I.W.S College of commerce and Economics, Mumbai
- Appeared for 2nd year PGDM in MBA in Human Resources.

Work Experience:

- 2.6 years' experience in PAMAC Finserve PVT LTD as a Back-office Executive.

Job Profile:

- Done Co-ordination with Clients, Locations and also with Field executives
- Presented MIS to clients on Daily basis.
- Working in Service Excellence Dept. coordinating with Clients and resolving their queries.
- Presenting Power Point Presentation to the clients in monthly Basis.
- As HR Executive handling the employee Joining and Exit formalities with proper documentation.
- Handling Payroll data and also worked on Easy HR website.
- Handling FNF settlements.

Computer Proficiency:

- Microsoft Excel , Word , PowerPoint, Emails etc.

Personal Details:

- Date of Birth : 24 January 1998
- Languages : English , Hindi , Marathi and Kannada
- Interest : Singing , Reading and travelling

Date :

Place :