



HARDIK SADASHIV SHETTY

Address: - 803, SHANKAR NIVAS SOCIETY, L.B.S MARG, MULULD CHECKNAKA
MULUND(W) - 400080

Email: hardikshetty42@gmail.com

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Career Objective

To grow with a leading organization that utilizes. My abilities to the fullest extent possible, helping me realize and develop my potential and be a part of a team that scales great heights.

Key Differentiator

- Cleared & Certificate in IRDA/LIC agent exam by Insurance Institute of India
- Certificate in Business English From Thadomal Shahani Centre for Management

Educational Qualification

- Pursuing "Professional Diploma in Banking, Financial Services and Insurance" from **ask. CAREERS.**
- T.Y. B.B.I from **S.M Shetty College of Management** in 2016-2017 with B Grade
- H.S.C from **B.E.S Junior College, Maharashtra State Board** in 2013-2014 with 65%
- S.S.C from **Maharashtra State Board** in 2011-2012 with 69%

Experience

- Company: - **Hotel Shilpa Residency**
Designation: - Front Desk & Accounts Executive
Duration: - 15th June 2014 to 25th December 2017
Roles and Responsibilities: -
 - Dealing with corporate clients. Co-ordinate with the guest about their requirement for the rooms and to take booking.

- Used to visit corporate company and client to deal with the booking regarding the rooms and banquets
- Used to support Accounts Team to work on data entry in excel and word of the daily bills which is been generated. To make the salary data about our employees on the monthly basis.

- Company: - **Accenture Solutions PVT LTD**

Designation: - Content Moderation

Duration: - 08th Jan 2018 To till Date

Roles and Responsibilities: -

- **Classifying Ads into different categories.**
- **Identifying the violations in the ad as per the policy laid by the client.**
- **Assisting and supporting the Team Lead \ Project Manager in their duties.**
- **Preparing weekly roster, seat plan, Weekly and monthly production data, taking error bucketing in absence on team lead. Assisting team members for, Giving policy updates.**
- **Identify issues while processing Ads.**

Skills

- Problem solving
- Communication
- Time management
- Work ethic
- Basic Knowledge of Microsoft Office/Excel

Strength

- Able to work on own initiative and as part of team.
- Believe in challenges and enjoy meeting them.
- Optimistic and self-motivating.
- Enthusiasm to learn new things and ability to work hard.

Personal Details

Name-Hardik Sadashiv Shetty.

Date of birth-09th September 1996

Marital Status- Single

Phone (Mobile)-+91-9029761722

Email ID-hardikshetty42@gmail.com

Nationality-Indian

Religion-Hindu

Languages known - English, Hindi, Marathi

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

Place: Mumbai

Your Sincerely

Date: //

Hardik Sadashiv Shetty