|  |  |
| --- | --- |
| **Priya** Email priya.287389@2freemail.com  |  |

**Objective**

An opportunity to prove my skills and talent in the most productive way and to secure a position whereby my talent and experience can be used to the maximum extent. I am willing to work as a key player in challenging & creative environment.

**Educational Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Degree** | **Board / University** | **Scored** |
| 2008 | SSC | Maharashtra State Board | 68.46 % |
| 2010 | HSC | Maharashtra State Board | 81.33 % |
| 2013 | BMSBusiness Management Studies | S.K.Somaiya College of Science, Commerce & Arts | 70 % |

**Academic Projects**

Project : **M/s Mahendra & Mahendra Automobile Ltd.**

 : Prepared a project on Mahendra Automobile Ltd.

Entrepreneurship Project : **Fashion Boutique**

 : Developed a feasibility report on setting up a fashion boutique

 : Ascertain the profitability of the business over a periexecutive.

 : Created the marketing strategy of such a boutique (group project)

Industry Project : **Blanket Industry**

 : Analyzed the industry with respect to demand, supply & competition

 : Identify scope for improvement in the marketing strategy by analyzing

 the market position of the industry

 : Participated at Utkarsh Events

**Skills & Interest**

* Assistance with first hand computer knowledge - Microsoft Excel, Word, Power Point, Internet Explorer, Sourcing information from various search engines
* Good team working ability, hard work & good communication skills
* To take challenging role in within an organization with growth potential by utilizing my talents and abilities
* Work with professionals and experts in the industry and to utilize my skills to the fullest to continuously add value to the organization
* Meaningful teaching, reading, listening to soft music & painting are few hobbies I posses
* I speak fluent English, Hindi & Marathi
* Knowledge about Bills Receivable, Bills Payable, Bank Reconciliation, Budgeting, Costing, Preparing of Balance Sheet and Profit and Loss statements, Management Accounting, Financial Management.

**Work Experience**

 **1.** SIS HR Solutions as Customer service executive in Mumbai for 3 months from 1st March 2011 to 31st May 2011

 **Work Profile**

 **-** Handling problems

 **-** Assisting in sales

 **-** Tele sales in inbound and outbound process

 **-** Clerical task

 **2.**  Have worked as a Promoter in Nestle and Blackberry Company in Mumbai

 **3.** Salsabeel purification and distribution of drinking water LLC. as sales executive in U.A.E for 1 year from 15th May 2014 to 15th April 2015

 **Work Profile**

 **-** Meeting targets

 **-** Maintaing records and bills

 **-** Maintaing PR relation

 **-** Even done office administration work

 **4.** Currently working with AURA Training Center Fzco as an Assistant Teacher in U.A.E for 1 year from 2nd May 2015

 **Work Profile**

  **-** Conducting classes (Age group 6-15)

 **-** Teaching kids individually and in groups

 **-** Maintaing PR relations with parents

 **-** Maintaing inventory and accounts

 **-** Teaching LEGO Robotics, LEGO More to math and Abacus

 **-** Knowledge of Vedic Math

**Visa Status** : Employment

**Date of Birth** : 08 - 03 - 1993

**Date of Expiry** : 11 - 09 - 2023

**Marital Status**  : Unmarried

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

**Date : Priya**