**MR.SHRIKANTH**

**Email.id:** **shrikanth\_383550@2freemail.com**

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**Career Objective:**

* *Work with professional organization to produce desired result which will be beneficial to the growth of me and organisation that I work.*

**Professional Experience:**

 **(January 2015 - June 2016)**

**(Admin cum Assistant)**

**Key Tasks Handled**

* Doing Tax filing with for **various departments** like property tax, Municipality Taxes & other Govt. Taxes as per requirements.
* Explain use of facilities and **shelving arrangements** to the new trust users.
* **Arranging meeting** with trust members & trusties**.**
* Deposit Phone, Electricity and other **sundry bills payments.**
* **Deposits/withdrawals** of cash from the Bank as and when instructed by theManagement.
* Payment **Following ups** for receivables from Members.
* Making quarterly bank and library **Reconciliation Statements** to submit to **Mcubed Trusties**.
* Managing **HR & Admin Management related** roles efficiently as per needs.
* Preparation of salaries and other PF for employees as per management approval.
* Ensures that books and magazines are **shelved systematically** as per classification assigned.
* Efficiently manage the issue and return of books and **enrolment of new** **Members,** in the absence of the Librarian.
* Ensures that all the **bills and vouchers are filed** in their respective files



**MR.SHRIKANTH**

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*Continuation…*

**Educational Credentials**

|  |  |  |  |
| --- | --- | --- | --- |
| **Level** | **Institute/University** | **Year** | **Percenta** |
| ***TYB.COM*** | Guru Nanak College of | 2014-2017 | “C” Grade |
|  | Arts, science & |  |  |
|  | Commerce |  |  |
|  | **(Mumbai University)** |  |  |
|  |  |  |  |
| ***H.S.C.*** | The A.E.S.Junior'sCollege | 2012-2014 | 58.92% |
|  | **(Mumbai Board)** |  |  |
|  |  |  |  |
| ***S.S.C.*** | The | 2011-2012 | 53.20% |
|  | A.E.S.High School |  |  |
|  | **(Maharashtra Pune** |  |  |
|  | **Board)** |  |  |

**Extra-Curricular Activities**

* Been a part of **National Service Scheme (NSS)**, University of Mumbai.
* Successfully completed **‘Disaster preparedness &** **Management**

**Workshop’ – Avhan Mockdrill & brush up programme.**

* United Way of Mumbai:-

(Participation in Hepatitis Awareness week organised under PAHAL on **World Hepatitis Day**)

* Public awareness in **Brihanmumbai Electric Supply and Transport** **(BEST)**.

**Computer Skills**

* Completed ‘MS-CIT’
* Completed ‘DTP’ (Coral Draw, Photoshop)
* Completed basic ‘Tally’
* Operated & worked on oracle ERP system in Mcubed Library.



**MR.SHRIKANTH**

*Continuation…*

**Personal Details**

* Date of Birth: 17th June, 1997.
* Language Proficiency: English, Hindi, Marathi and Telugu.
* Marital status: Single
* Nationality: Indian

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

**Visa:** Visit Visa (90 Days)

**Date:** July–2018.

**Place:** Dubai

**(Shrikanth)**