**PRASHANT**

**EMAIL:**

**Prashant-397590@gulfjobseeker.com**

**CAREER OBJECTIVE**

**At this stage of career, I want to make a move into the future by taking on position of greater responsibility, where I can utilize the skill**

**that I**

**have developed over the years to make significant contribution to the organization’s growth & success**

**EDUCATIONAL INFORMATION** **IT SKILLS**

**Xth, Chameli Devi Public School**

**CBSE, Indore, Madhya Pradesh,**

**2012 CGPA– 6.4**

**XIIth, Chameli Devi Public School**

**CBSE, Indore, Madhya Pradesh, 2014 Percentage – 61%**

**Bachelor’s of Commerce**

**IPS Academy**

**DAVV University, Indore, Madhya Pradesh, 2018**

**Percentage – 60%**

**Post Graduation Diploma In Management I**

**Indore Indira Business School,**

**Renaissance University, Indore, Madhya Pradesh (Pursuing)**

**PERSONAL DETAILS**

**Date of Birth: 13th March,**

**1997 Marital Status: Single**

**Nationality: Indian**

**Languages Known: English, Hindi**

**Microsoft Office**

**(Excel, Word & PowerPoint)**

**EXTRACURRICULAR**

**Played A Grade State Level Cricket**

**Certified In Digital Marketing & Google Analytics Certified in Supply chain risk management-Alison Certified Training in Dubai Health Insurance**

**PERSONALITY TRAITS**

**Honesty**

**Strong Interpersonal Skills Ambitious and Motivated Open Minded**

**Decision Making**

**HOBBIES**

**Travelling**

**Playing Cricket Reading Books**



**WORK EXPERIENCE**

**Currently working**

**Since 01 March’2020**

**Designation – Customer Relationship officer**

**Job Role and Task Assigned:-**

1. **I am assigned to maintain relation with existing customers and fulfill their requirements under Motor and Medical Insurance**
2. **Drafting quotations and sending as per the client requirements of Medical Insurance.**
3. **Studying existing Table of benefits from other insurers and suggesting plans accordingly.**
4. **Initially I was cross trained under Motor insurance department.**



**INTERNSHIP**

**ACCA Global, Mauritius (1st Feb – 1st March, 2019)**

**ACCA is a global body for professional accountants. Through their huge network students can study accountancy all over the world. They have joint exam partnerships with national accountancy bodies around the world that allows their trainees to qualify using the ACCA Qualification structure.**

**Creating global presence for the body and promoting it around the world**

**Putting efforts in branding and marketing for the firm and updating customer engagement centre (CEC) Data Analysis for accountants and finance professionals.**



**PROJECT**

**PROJECT (PROJECT MAA-MY AUDITED ACCOUNTS)**

**Created a fictitious Furnishing Company (MAHAVEER FURNISHING) and completed its accounting procedures starting from registration, obtaining license and managed the accounting process**

**Prepared & maintained statutory books of accounts to adhere to compliances & finalization of Balance Sheet & Profit & Loss A/c for the Company**

**Conducted auditing & finalizing the accounts along with preparing cash flow & others miscellaneous reports**

**Managing day-to-day functions of preparation of Accounts, GST, Audit Reports, Invoices, General ledger & Account Reconciliation Statements**

**PROJECT (MARKET RESEARCH ON GUEST VISIT IN CAVE RESORT)**

**Studied and collected data on the resort and analyzed the responses of 120 consumers Prepared a report on the conclusion derived from data analysis**



**Cleared Licentiate Certification (IC-01, IC11, IC-86) from Insurance Institute of India, and undergone 300 Hours of GI Training Under AICTE. Also attended a 2 days workshop on Dubai Health Insurance**