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**Personal information:**

|  |  |
| --- | --- |
| **Date of Birth** | 16 / 10 / 1987 |
| **Nationality** | Indian |
| **Visa status** | Visit visa  |
| **Residence** | Andheri (W), Mumbai- 61, India. |

**Career Objective:**

I seek a position, where I can exhibit both my ability and caliber. Given an opportunity, I will perform to the best of my ability and put in my best efforts. Thus would create value and recognition on work place by producing the best result for the organization through coordinating and hard work.

**Professional Experience:**

|  |  |
| --- | --- |
| **Name of the organization:** | Deloitte Haskins and Sells LLP |
| **Designation:** | Executive- Tax- GES  |
| **Date of Joining - Separation:** | 10th March 2014 - 03rd September 2014 |
| **Responsibilities handled:*** Interacted with the assignees and accordingly prepared the minutes.
* Prepared their PAN application and filed the same with the authorities.
* Prepared their India Tax Return and filed the same.
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| --- | --- |
| **Name of the organization:** | Axis Bank, Lokhandwala Branch, Mumbai |
| **Designation:** | Internship |
| **Date of Joining - Separation:** | 1st May 2013 - 30th June 2013 |
| **Responsibilities handled:** * As a lobby manager helped customers with simple transactions to matching them with the correct staff member.
* Updated customers information, collected necessary documents from customers, filled-up debit card forms, updated KYC (know your customers) for new and existing customers.
* Helped in preparation and issuing of demand draft and pay order.
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**Educational Qualification:**

* Post Graduate Diploma in Business management (Specialised in Finance) from Rizvi Academy of Management, Mumbai.
* Master in commerce from Mumbai University (Specialised in Accounts and Finance).
* Bachelor of commerce from Mumbai University.

**Certification Course:**

* Tally ERP.9 (NIIT)
* Career edge (NIIT)
* NCFM certification in financial market: A beginner’s module

**Achievements:**

* Won 1st Prize in essay competition at district level.
* Class representative in Degree College.
* Participated in ICICI Virtual stock.
* Hosted cultural programs in Degree College.

**Skills:**

* Knowledge of Trade finance and Branch banking.
* Initiator with self-motivated and dedicated personality.
* Proficiency in using Microsoft Office 2007.
* Commitment to tasks undertaken with an ability to work under pressure, in a team and as a team.
* Ready to learn new things and apply the same in practical for the purpose of the organization.

**Extra-Curricular Activity:**

* Painting.
* Listening to Music.