

**Piyushi Jain**

**Contact : 9424473292**

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**Location: Indore MP**

**Objectives:**

Highly motivated and enthusiast fresher eager to kickstart a career in the dynamic world of finance and human resource, eager to contribute towards the building of strong team. Passionate about learning new concept and possess the ability to handle work pressure and customer issues.

**Education:**

- **Acropolis Faculty of Management And Research, Mangliya Indore 2021 - 2023**

Master’s In Business Administration, (Finance and Human Resource)

- **Ravindranath Tagore Institute of Science & Professional Studies 2017 – 2020**

Bachelors of Commerce, Taxation Management

- **AISECT UNIVERSITY 2016 - 2017**

Diploma in Computer Programming & Application

**Skills:**

- Management Skills
- Financial Accounting
- Tally ERP9 with GST
- Intermediate in Excel
- MS Office Suit

**Experience:**

**NenoSystem Consulting service, Indore Dec 23 – Jan 24**

**Office Assistant**

- Sourced candidate using LinkedIn, Carrier Builder (CB) Apna, Indeed for IT positions.
- Cold calling, screening, pay-Negotiations, Interview scheduling, E-mail handling.
- Managed Database using MS Office suit.
- Scheduled meetings of Managers according to business needs.
- Cash Expenses, reimbursement and traveling expenses management.

**Buldana Urban Cooperative Credit Society, Barwaha Sep 22 – Oct 22**

**Internship**

- Worked into loan sector, as loan provider.
- Valuation of gold, pricing and providing the loan to takers.
- Dealing and negotiation.