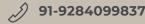


# **DIZEETA GUDHKA**

a dizeetag@gmail.com



#### **About Me**

Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential.

#### **EDUCATION**

Bachelor of Commerce Mumbai University

2008 - 2013

Graduate in National Institute of Information Technology

2013 -2016

#### TECHNICAL SKILLS

# **Programming/Tools:**

SQL/Python(Basic),MS Excel (advanced formulas, pivot tables, dashboards)

#### **Data & Reporting:**

Power BI, Tableau (basic), MS Excel

### **Productivity Tools:**

MS Office Suite (Word, Excel, PowerPoint), GoogleSheets

#### **Other Skills:**

CRM Software (Zoho, Salesforce basics), Email & Calendar Management, Virtual Assistance

#### **LANGUAGES**

English Hindi Gujarati

#### **WORK EXPERIENCE**

### Junior Software Developer @ GREYTRIX

October, 2015 - March, 2016

- Developed and customized ERP modules, reports, and integrations to support business operations.
- Collaborated with senior developers and business teams to automate workflows and implement process improvements.

### Admin @ Harshvardhan Cargo Pvt.Ltd

January, 2017 - February, 2018

- Prepared and managed invoices, challans, and shipping documents with accuracy to ensure smooth cargo movement.
- Coordinated with operations and accounts teams for billing, payments, and documentation compliance.
- Maintained records of shipments, client transactions, and daily reports to support efficient logistics operations.

# Sales Associate @ **5Paisa Capital Ltd.**

March, 2018 - May, 2019

- Assisted clients in opening Demat and trading accounts, ensuring proper documentation and compliance with regulatory requirements.
- Guided customers on investment products, account features, and basic trading processes to enhance client engagement.

### NRI Banking Officer @ ICICI Bank

June, 2019 - November, 2020

- Assisted Non-Resident Indian (NRI) clients with account opening, deposits, remittances, and investment services in compliance with RBI guidelines.
- Provided personalized banking solutions, resolving queries related to NRE/NRO accounts, foreign exchange, and cross-border transactions.

# Logistics Coordinator @ Bewakoof.com

December 2020 - May 2024

- Coordinated daily shipment schedules, ensuring timely dispatch and delivery of goods across domestic and international routes.
- Managed documentation including invoices, challans, bills of lading, and customs paperwork to ensure compliance.
- Liaised with transporters, warehouses, and clients to streamline operations, reduce delays, and optimize logistics costs.