



# DIZEETA GUDHKA

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📞 91-9284099837

## 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  
NIIT  
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.