





DARSHILKUMAR SHRIMALI

ACCOUNTING AND FINANCIAL MANAGEMENT

CONTACT

 123-456-7890
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 www.reallygreatsite.com
 25 Isherwood Avenue, Cambridge

SKILLS

Good Communication
Team Work
Microsoft Skills
Leadership
Decision Making
Co-operative

EDUCATION

Bachelor of Commerce

MS University
2019-2022

12th Grade

GREMS
2019

LANGUAGES

English 
Gujarati 
Hindi 

PROFILE

As a recent graduate, I am seeking a role which allows me to continue learning and perfecting my skills as I provide high-quality work, as well as where I can make the best of my potential and contribute to the organization's growth.

WORK EXPERIENCE

Data Associate

Numerator India pvt. ltd. 2022-2023

- To ensure ads are received and processed in the most-timely and cost effective way possible.
- To follow up on missing media details.
- To submit report on status, coverage, volume and other metrics.
- To assist in improving processes.
- Daily tasks consist of reviewing English Digital, Online, TV, Radio or Print spots, scanning or downloading ads, entering ads into our proprietary system.
- To communicate effectively with team members, managers and other operational teams.
- To allocate data to team members for work.

CERTIFICATIONS

Basic CCC

Excel for beginners