

## Resume

Akshay Joshi  
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### CAREER OBJECTIVE

To utilize my knowledge and to work in market .Take up challenging Tasks and learn new skills, to excel in the desired field and become a competent & dynamic professional so that I can make my organization work in an efficient way.

### WORK EXPERIENCE

Working as Assistant Manager (Projects) with Transweb Education Services from Feb 2011.

#### WorkProfile:

- ❖ Working on Projects for a variety of international clients handling and looking to the budget cost of project.
- ❖ Consistently achieving the set target of 85% conversions.
- ❖ Built a loyal customer base by using a consultative sales approach.
- ❖ Looking out Bills Receivables and Payable at the end of every month.
- ❖ Maintaining MIS Records to evaluate the pay at the end of the month and looking at refund and disputes cases filed by clients on PAYPAL against company.
- ❖ A key team player in contributing to the team to deliver the work of clients within the stipulated time.
- ❖ Checking the quality of the project done.

### ACADEMIC & PROFESSIONAL QUALIFICATION

- |          |      |   |
|----------|------|---|
| ❖ PGDM   | 2011 | (Finance and International Business) IIMT College of Management |
| ❖ B.Com  | 2009 | (RDVV Jabalpur)   |
| ❖ AISSCE | 2006 | (CBSE)  |
| ❖ SSCE   | 2004 | (CBSE)  |

### SUMMER TRAINING

A summer training of 6 weeks in MPPTCL (Madhya Pradesh Power Transmission Company Ltd) in Finance. My task was to do the analysis of Actuarial Report and calculate the total liability of company which is payable to the retiring employees at the end of year in terms of Pension, gratuity, and leave encashment and to give a funding option to the company to collect funds for the payment of liability.

### PROJECTS UNDERTAKEN

- ❖ A project of "American Express"

#### DESCRIPTION:

The object is to know about the products and services of "American Express" and I had talked to the employees and Ex-employees of the firm and enhanced my knowledge about the company.

#### COMPUTER PROFICIENCY

- ❖ Languages: C #.
- ❖ Packages: MS Office, Visual Basic , SQL Server 2005.
- ❖ Operating System: Windows XP, Windows 7.

#### ACHIEVEMENTS

- ❖ Got a Certificate from NIIT. (Participated in "NITAT" National IT Aptitude Test.
- ❖ Took part in the "Marketing Fare" organized by the college and got a cash prize of Rs 1500/-.
- ❖ Participated in a business Quiz contest and Marketing Plan in Meerut.
- ❖ Participated in skit competition organized by the college.
- ❖ Got Double promotion within one year.

#### SYNOPSIS

- ❖ Very strong and self motivated and energetic.
- ❖ Enthusiastic person with good communication skills, confident in presentation skills also.
- ❖ A proactive and eager learner with a flair for excelling in the skill and be successful.
- ❖ I have strong analytical and problem solving abilities.

#### PERSONAL INFORMATION

Date of Birth : 25/05/1988  
Father's Name : Mr Pradeep Joshi  
Nationality : Indian  
Address : Block No 5, Asara Homes ,Adarash Nagar Narmada Road , Jabalpur (MP) 482001.  
Current Address : B-109 Kendriya Vihar Sector 51 Noida 201301  
Languages known : English, Hindi, Marathi

#### DECLARATION

I hereby declare that the facts given in resume are correct to best of my knowledge and belief.

Date:  
Place:

Akshay Joshi