RESUME

# KINJAL DEEPAK MEHTA

**Gender:** Female



**D.O.B.:** 06/06/1989

**Language Proficiency:** English, Hindi, Marathi, Gujarati, French

**Permanent Address:** 694/2, Rajkamal apartments, Parasnis Colony, Market Yard Road. Pune- 411037. Maharashtra.

**Contact Details:** E.mail- kin.mehta3344@gmail.com

Phone- 9922293344

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| **Specialization: Major: - Marketing Minor: - Human Resource** |

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| **Education Qualification** | | | | | |
| **Course** | **Institute/College/School** | | **University/Board** | **Percentage/Grade** | **Year of Passing** |
| PGDM | Foundation for Liberal And Management Education- FLAME | Autonomous | | 7.53 | 2012 |
| Bachelors Of Commerce (Cost And Works Accounting) | Symbiosis College Of Commerce-Pune | Pune University | | 63.83% | 2010 |
| Std XII | Symbiosis College Of Commerce-Pune | | Maharashtra Board | 67.33% | 2007 |
| Std X | St Anne’s High School- Pune | | Maharashtra Board | 74.13% | 2005 |

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| **Technical Skills** |

**Operating system** : Windows 2007

**Package**  : MS- Office (Word, Excel, Power Point), Tally

**Summer Internship (8 weeks)**

**Organization:** Mahindra Forgings Limited

**Project Title:** Credit Management

**Project Description**: To study the credit management system of the organization and to stream line the credit flow of the organization by improving the liquidity ratio.

**Work Experience**

1. Name of Company : Shri G.S.P. Mandal’s English Medium School-Pune, Maharashtra

Tenure : From 23-12-2008 to 30-4-2009 and 10-6-2009 to 31-1-2010 (13 months)

Designation : Teacher

Subject taught : English, History, Geography and Maths from STD 5th to STD 10th

1. Name of Company : C.T. Pundole & Sons Pvt Ltd

Tenure : From 18-5-2012 to 31-7-2013 (14months)

Designation : Executive and HR Manager

Job Profile : Billing and Cash Related transactions

Managing H.R. related assignments

Handling cash book, Purchase entries, barcode systems, credit limits and

Stock valuation for 21 outlets of the company

Regional manager for Swatch brand

Travelling to all the outlets of the company for stock valuation and getting

The requisition of purchase of stock and other issues if any

Achievements: - Got promoted from Sales Executive to HR Manager

Earned 10 watches as incentive

1. Name of Company : Bharti Axa Life Insurance

Tenure : From 12-9-2013 to Present

Designation : Business Manager

Job Profile : Recruiting new life advisors

Achieving the sales target

Maintaining customer relationship for better after sales service

Reminder for renewal payment of premium

Team building activities

Achievements: - Took one promotion from Agency Manager to Business Manager- October 2014

Rank 2 in West Zone for Goa Superstars Night Contest in Goa-November 2013

Qualified for Shining Stars Contest held in Thailand-June 2015

**Co-Curricular Activities**

**\***Performed at the Closing Ceremony CommonWealth Youth Games at Balewadi-Pune in October 2008

**\***Worked as dance instructor in Shiamak Davar’s Institute Of Performing Arts-Pune from June 2007 to July 2008

**\***Organized Summer Camps at Mphasis-Magarpatta City-Pune and Blooming Buds-Pune in May 2009

**\***Organized Independence Day celebration for Sant Namdev Government School-Pune in January 2010.

**\***Attended a one-day seminar on Entrepreneurship in Symbiosis College- Pune.

**\***Completed golf beginner course at Oxford Golf Course- Flame College from September 2010 to April 2011.