

SHIVANI NAIK

CONTACT

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9638094240

A/10, Simandhar plaza near janta
nagar crossing, Ghatlodia Ahmeda
bad - 380061

PERSONAL DETAILS

Date of Birth : 29/04/1998

Marital Status : Unmarried

Nationality : Indian

SKILLS

- Good Communication Skill - leadership - Positive attitude - Adaptability
- Advance Excel -Tally ERP 9 -Power Point -MS Word -Tally Prime

ACHIEVEMENTS & AWARDS

- The Fundamental of Digital Marketing Certificate
- Department of Business Administration Certificate of Participation
- Basic Computer Course (BCC) in open Source Application Tools in IT sector with grade A

OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills while making a significant contribution to the success of the company.

EXPERIENCE

Productive Creation Pvt ltd

15/08/18 - 24/04/2019

Accounting Executive

Worked as a,

- Performing basic office task such as filing, data entry, answering phone, processing the mail, etc.
- Handling communication with vendors via phone, email, and in-person
- Processing transactions, issuing checks, and updating ledgers etc.
- Management of office petty cash expenditures
- Preparation of Bank Reconciliation Statement on monthly basis
- Maintenance of Fixed asset registers Journal entries and Month end closing entries

Kop. inc.

4/12/21 - 15/02/2022

Business Associate

- Designing, leading and managing marketing and sales campaign.
- Managing team of 20-25 associate in the Marketing management.
- Managing an entire SBU(strategic business unit) in future.
- Managing road trip and mall events

EDUCATION

SAL institute of management

2019-21

MBA - Marketing

9.25

JG college of commerce

2018

B.com.

72%

Gujarat Board

2015

12th

68%

Gujarat Board

2013

10th

68%

REFERENCE

Dr. Viral Bhatt - "SAL institute of management"

Director

9925195819