

MAULIK MISTRY

📍 Ahmedabad, India 📞 +91 7623897023 ✉ mistrymaulik2@gmail.com

Summary

Highly motivated and organized professional with 5+ years of successful experience in management and leadership. Demonstrated excellent time-management and communication skills with the ability to multi-task in a demanding environment. Proven track record of working 6-7 hours while managing higher studies. Consistently recognized as a top-performing employee in current organization.

Experience

ACCOUNT EXECUTIVE • NAVKAR FAB TEX

Jun 2019 - Aug 2022

- Developed deep expertise in Excel, Tally, and other software applications.
 - Demonstrated strong work ethic, completing tasks quickly and accurately.
 - Possessed the ability to learn quickly and efficiently.
 - Utilized problem-solving skills to identify and rectify issues.
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Education

Master of Business Administration - MBA • Gujarat Technological University

Sep 2022 - Present

Bachelor of Commerce - BComm • Gujarat University

Jun 2019 - May 2022

COMMERCE • Grade: 74%

12TH BOARD • Gujarat Secondary And Higher Secondary Education Board

Jun 2018 - Apr 2019

Grade: 72%

Achievements and Awards

ADVANCED MS OFFICE COURSE

Jun 2019

TALLY EPR9 SOFTWARE COURSE

Jun 2019

Skills

Ms Excel, Tally Prime Software, Tallyerp9, Vlogging