

Name: Madhvi Parmar
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Career Objective

- To pursue a dynamic career with an organization of repute which gives value addition and enhances professional skills and experience

Work Experience

- Max Life Insurance Company Limited (MIS Executive & Regional Co-ordinator)
From March'23 to present
 - Analyzing existing systems and databases and recommending enhancements to solve business needs
 - Collaborating with upper management to drive strategy and implementing new processes
 - Identifying issues, analyzing information and providing solutions to problems
 - Developing team communications and information for meetings
- Rarechamp Business Management Private Limited (MIS Associate)
From Aug'2021 to March'23
 - MIS reports analysis, reconciliations etc.
 - Management Reporting.
 - Business Partner agreements and invoicing regulation.
 - Business Partner correspondence
- Gallops Hyundai (Sr. Account executive)
From Dec'2020 to July'2021
 - GST returns and reconciliations
 - TDS return and allied working
 - Inter branch reconciliation
- Concept Hyundai (Account executive)
From March'2017 to Dec'2020
 - Sales, purchase, cash book
 - Bank reconciliations
 - Making vendor payments
 - Maintaining petty cash

Academics

Examination	Year	Name of college	Performance
Master of commerce	2022	Shree Umiya arts and commerce college	First Class
Bachelor of Commerce	2018	JG College Of Commerce	Second Class
12 th Commerce	2015	Anand Vidyalaya	65%
10 th SSC	2013	Anand Vidyalaya	60%

Skills

- Office automation software's (MS Excel, Tally, Zip ERP)
- Analytical skills.
- Ability to adopt new technology soon.
- Ability to communicate effectively with the team members and client.
- Capacity to work in team or individually and take up responsibilities.
- Ready to Learn New Things & New Tasks.

Other Personal Information

- Date of birth: June 01, 1998
- Gender: Female
- Languages known: English, Hindi, Gujarati.
- Hobbies: Garba, Music, Traveling etc.