

PROFESSIONAL SUMMARY

- Dynamic personality
- Adaptive and detail oriented nature
- Works well in groups/teams

ACADEMIC PERFORMANCE

- Post-Graduation (Banking & Finance) from Narsee Monjee Institute of Management Studies – 65%
- Bachelor of Commerce from H.L Institute, Ahmedabad University – 67%
- Higher Secondary (Class XII - CBSE) : 86%
- Secondary (Class X - CBSE): 85%

WORK EXPERIENCE**1. VFS Global, Ahmedabad (January 2016 to April 2016)**

- Worked as an Operations Officer. Responsibilities included verifying basic informationB of the applicant by interviewing them from front desk.
- Verifying all the documents and making sure they are up to date for further process.
- Providing information to enquiries at front desk as well on phone calls.
- Entering all the current day applications in the relevant software and sending the physical documents to Spain Embassy at Mumbai.
- Coordinating with the Mumbai VFS team in case of any doubts.

2. Internship at HDFC Asset Management Co. Ltd, Ahmedabad (April 2018 to June 2018)

- Worked in the Operations Department and learnt aspects regarding KYC, different types of funds.
- Preparation and entry of new customer KYC, registration in internal MIS system
- Answered enquiries at primary level and passed on serious ones to superiors.

- Visited different Bank branches and distributed relevant forms and solved queries of bank agents, if any.

3. Ishani Traders, Ahmedabad (September 2018 to August 2020)

- Making daily vendor bills for delivery of goods.
- Entering new stock in Tally and verifying the same in physical form.
- Bank and cash entries.
- Making claims for every month, to be reported to the concerned company.

4. Nexroot Solutions Pvt Ltd, Ahmedabad (September 2020 – Till date)

- Working as an Accounts Executive
- Responsible for all Account related activities including but not limited to Accounts Receivable, Accounts Payable, Bank Reconciliation, GST return preparation, maintaining required records and data etc.
- Well versed with Tally ERP as well as internal MIS system at the firm.

Co-CURRICULAR ACTIVITIES**Courses:**

- Successfully completed foundation level of Company Secretary Professional Course and secured rank in Top 30 in Gujarat.
- Also completed National Institute of Securities Market (NiSM) Certification while doing Mutual Fund Internship.
- Done Research Projects at graduation level.

EXTRA- CURRICULAR ACTIVITIES

- Specialized Baker - Catered desserts to some events as well as sold to retail customers.

Date: June 26, 2020

Place: Ahmedabad