

Sagar Tejubhai Kalyani

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ADMIN & BACK OFFICE MANAGEMENT

To be a part of progressive organization that gives me scope to update knowledge and skills and to be a part of team that dynamically works towards growth of organization and gains the satisfaction for that as well as to accept any challenging work.

STRENGTHS & EXPERTISE

- Corporate Account Handling
- Market Research & Analysis
- Effective Presentation Skill
- Employee Relations Development

PERSONAL DETAILS

- 1* Date of birth : 01-06-1993
2* Nationality : Indian
3* Marital status : Unmarried
4* Language known : English, Hindi, Gujarati, Sindhi

PERSONAL SKILLS

- Creative, self-motive & Dedicated to work.
- Trait for problem solving,
- Honest, sincere and frank.

CAREER HISTORY

Jr. Admin Officer <ul style="list-style-type: none">• 05th August 2014 to continue.• Misha Enterprises.	<ul style="list-style-type: none">• I am working with Misha Enterprises a consultancy firm as Jr. Admin Officer.• High proficiency in writing different types of letters.• Handling Employees Database.• Looking out for Salary Disbursement of Employees for various agencies.• PF, ESI preparation and submission.• GST Submission.• Handling Clients for Different agencies.
Junior Accountant <ul style="list-style-type: none">• 01st Feb 2013 to 30th June 2014• Honey Hosiery	<ul style="list-style-type: none">• I was working as Junior Accountant.• Doing accounting entries in Tally.

EDUCATION

Year	Board/University	Degree	Percentage
2009-2010	Gujarat Higher-Secondary Board	12 th Commerce	66.29%
2011-2013	Gujarat University	Bachelor of Commerce	49.55%

Declaration: I hereby declare that the above stated particulars are true to the best of my knowledge and belief.



(Sagar Kalyani)