Date: 26thFeb-2021. .

***(Resume).***

***Munira H. Nagme*** *.*

Residence: Flat no-6th, 3rd floor, Sunrise Apartment, Qutbi Mohalla,

Nr. Kalupur Gate, Kalupur-A’Bad-380 001.

(Cell): +91 9824015664,

E-mail: [munira.nagme52in@gmail.com](mailto:munira.nagme52in@gmail.com)

Ambition:

* **To build a effective career in Top management at a global level.**

Strength:

* Work confidently and thoroughly.
* Look positively in every aspect of life.
* Innovative Thinking.
* 15 years of enormous experience.

Momentary Outline:

* Highly inspired with experience in accountancy, System Process, Quality and team management in the office accommodation, Skillful coordination, inspiring, and making eloquent MIS for successful business process operations with established ability of achieving Service Delivery/Process Targets. Skilled at maintaining pleasant relationship with subordinate, ensuring quality and service norms thereby maintaining office viewpoint in terms. Excellent interpersonal, communication and organizational skills with proven abilities in team management and planning.

Educational Background:

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Board / University | Year of Passing | Percentage  Obtain |
| S.S.C | Gujarat Secondary Education Board  (Examination wing Baroda) | Mar-1994 | 82% |
| H.S.C | Gujarat Secondary Education Board Gandhinagar. | Mar-1996 | 70% |
| B.Com. | Gujarat University (Gandhinagar). | Mar-1999 | 56% |

Computer Literacy:

* Well versed with internet access and following applications:
* M S Office 2003.
* Easy accessing of e-mail.

Professional Services and Technical Skills:

K. Nimesh & Co. (Raymond Authorized Distributors)

Raipur (Ahmedabad)

**Location:** Ahmedabad Clothing Hub “New Cloth Market”

**Designation:** Account cum Computer Operator.

**(Since April-Jan-2010 to Nov-2020)**

Office mail id: munira.raymond@gmail.com

**Working Responsibility:**

* Develop the firm with market financial recovery by various marketing strategy.
* To Handle running channel and take care of their material delivering and other neediness.
* To take care about entire team as well customers’ complaint and reviews.
* To generate Purchase Order of approved customers.
* To get the confirmation of disbursement to customer.
* To get the confirmation about its disbursement Date and First collection Date.
* To get disbursement Entry done and confirm
* To observe First collection entry done and confirm by dump report.

Get in touch regularly with dealers about product information & update its values.

Sai Finance. (Housing & Vehicle Loan)

Udhna Darwaja (Surat)

Finance Executive South Gujarat Zone.

**(Since May-02 to May-2008.)**

**Working Responsibility**

* Maintain complete MIS (Management Information System), to make daily MTD trackers and reporting to higher (Senior Accountant) management.
* To make a bridge between customer and firm and make easy to all the activity for customer and entire team.
* To make all the reports of loan file to get approval from various all banks (for both government & Private sector financial institute.
* Aware to customer about their rejection and incomplete document and try to make it positive after correction.
* **Achievement:**

I received an appreciation award for best coordination in March-2005.

M.P. Arts College. (Educational Institute)

Raipur (Ahmedabad)

Computer Tutor at M.P. Arts College.

**(Since September-1999 to April-02)**

Computer teaching under various subjects (Micro Soft Word, Micro Soft Excel and language like DOS etc. Mass of 55 students under 4 batches with one hour each.

**Working Responsibility**

* To Maintain complete growth trackers of each student and reporting to higher management (Head of Department).
* Daily Attendance & progress report.
* We had also offered the lowest on-demand pricing for general purpose computing with basic knowledge.
* We taught various elderly of students as per their mandate and take them weekly & monthly report.
* To make questioner every week after weekly periodic study.
* To take an exam and make outcome sheet (result) after complete the course.
* **Achievement:**

I achieved the target of teaching 200 students (subject:- computer studies) within my profession.

**Personal Details:**

**Date of Birth: 25th October -1977.**

**Nationality: Indian.**

**Blood Group: “O”** (Rh) **+ve.**

**Marital Status: Married.**

**Languages Known: Gujarati, Hindi and English.**

**Hobbies: Watching T.V, Reading newspapers, and cooking.**

**Yours Truly**

**Munira Nagme.**