

# Moksha Shah

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Mumbai-07.

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## ABOUT ME

A Commerce graduate, with a passion for project management & finance. Effective leader, communicator and analyst, who strives to ensure attention to detail while strategizing through organizational problems. An adaptable team player who enjoys building authentic relationships with all.

## EDUCATION

University Of Mumbai - K.P.B Hinduja College of Commerce .  
Mumbai, September 2017

Bachelor of Commerce

Grade: A

Concentrations: Accounting & Management

CET India Entrance Passed with 79%

Company Secretary

Completer CS Foundation Level

CS Executive Level with 2 Exemptions

Google Digital Marketing Program

Certificate in Digital Marketing

Learning Power Bi through Online Course.

## TECHNICAL SKILLS

Microsoft Excel, Word, PowerPoint, Outlook,

Google Suite

Knowledge of Legal compliances

Understanding of equity markets

Digitally enabled

## SKILLS

Disciplined

Punctual

Business acumen

Can work long hours to ensure impact.

Committed, devoted & dedicated to deliverables.

## WORK EXPERIENCE

Team Lead 02/2019 - 05/2022

Go Eco Neo Agro Pvt Ltd.

- Managing Business of Art & Glass.
- Manager of Retail Outlet as a Retail sales manager.
- Marketing, Customer relationship management.
- Display setup, merchandising & accounts.
- Recruitment & Training.
- Overseeing production to Logistic of product.
- Posting on Social media platforms like Instagram , Facebook, Etc
- Managed Social media marketing, through Google, Just Dial & SEO.
- Managed E commerce platforms like, Amazon Seller Central, Flipkart Seller Central , Mesho Seller Central.
- Managed Product Listings on all Markeplaces Like Amazon , Flipkart, Etc.
- Handled Ecommerce Business with Website Development.

Manager 11/2017 - 10/2019

Pushyam Diamonds

- Managing Business of gold & diamonds.
- Managed Production from Raw Material To Finished Product.
- Handled Clients with Design Selection
- Handled Company Accounts including Petty Cash.
- Managed Designing of Jewelry
- Filed Quarterly GST Fillings.
- Made Quotations for Clients.

Operations Manager 02/2016 - 05/2017

Lt Online Store .

- Managing Business of computer peripherals.
- Managed E-Commerce business.
- Procuring of goods, merchandising, packaging to Logistics.
- Overseeing Accounts.
- Preparing Tax Invoice and Following with payment collection.
- Filing Tenders on Indian Government Portal.
- Online bank transfer
- Filing VAT Return and TDS Payment.
- Human resource management
- Overseeing staff Efficiency.