

MAYUR DEEPAK MESTRY

Room No. 5, Navshramik Chawl, Behind Shivneri Bldg, Ghatkopar (West) Mumbai-400084.

mayurdmestry@gmail.com | Mob.-9757497078

Objective:-

To work in challenging environment which would provide opportunities to improve my skills. I am looking for a progressive organization that has the need for analytical, administrative and managerial skills supported with my commitment to perform quality work.

Personal Details:-

- Date of Birth : 04-04-1993
- Marital Status : Married
- Gender : Male
- Language : English, Hindi, Marathi

Experience:-

- **Mumbai Metro One Pvt. Ltd.**
DESIGNATION: - Customer Care Officer
DURATION: - 26th July 2021 to Till Date
WORK TYPE: -
 - Make customer interaction for any queries or issues related products
 - Guide Passengers and give correct information
 - Observe the proper Entry and Exit at Automatic gates
 - Issue tickets
- **MALINI KISHOR SANGHVI COLLEGE OF COMMERCE AND ECONOMICS**
DESIGNATION: - JUNIOR CLERK
DURATION: - 2nd January 2018 to 23rd July 2021.
WORK TYPE: -
 - Create College's General Register in Excel
 - Co-ordinate with teachers to schedule Online Lectures
 - Upload student's details on University website
 - Data Handling for Online Exam
 - Also a part of online admission process
- **SUNIDHI SECURITIES & FINANCE LTD.**
DESIGNATION: - DATA ENTRY OPERATOR.
DURATION: - 1st Oct 2014 to 30th July 2015.
WORK TYPE: -
 - Upload & modification Customers details on Software
 - Update Dealer's Brokerage

- **BOMBAY STOCK EXCHANGE (BSE) LTD.**

DESIGNATION: - TRAINEE.

DURATION: - 25TH SEP 2013 TO 24TH SEP 2014.

WORK TYPE: -

- Check and verify the bills for Employee's reimbursement
- MIS updation

Qualification:-

- April-2017
B. Com. | Mumbai University | L G College of Commerce & Economics
- June-2013
I.T.I. | Vocational Education & Training M.S.
- Feb-2011
H.S.C. | Maharashtra Board | S.S.S. Multi. Purp. Tech Jr. College
- March-2009
S.S.C. | Maharashtra Board | Dnyanprakash Vidyalay

Certifications:-

- Participated in the National Workshop on **Role of Non-teaching Staff Members in NAAC Accreditation** held at R. J. College (Mumbai) from 27th to 29th April, 2020.
- Successfully completed Microsoft **Office Specialist in Office Excel 2016** in December 2019
- Successfully completed **MS-CIT** from Ranes's Computer Institute in April 2013

Skills:-

- Knowledge of basic troubleshooting in computer
- Having knowledge of MS-Excel (Basic Formula's, Pivot, Graph Designs, H-Lookup and V-Lookup), Power Point Presentation, Documentation in MS-word.
- Ability to remain calm in emergencies, also when dealing with irritated passengers
- Acting as Team Player
- Working well under Pressure

Achievements:-

- Was a part of "**LARGEST HAND DRUM (TABALA) ENSEMBLE FOR GUINNESS WORLD RECORDS**" 22nd Apr 2011.
- Secured **First position** for playing table in "**MUSIC COMPITITION 2013**" held by SHRI SHANMUKHANANDA FINE ARTS & SANGEETHA SABHA".