

## **AKHILESH MEHDA**

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*166, Nakoda Nagar-1, Dhauji ki Bawdi,  
Bedwas, Debari (Rural), Udaipur, Rajasthan-313024  
Contact number: +91-8233093676  
Email-Id: akhileshmehda@hotmail.com*

### **PERSONAL DETAILS:**

Father's name – Mr. Mangilal Mehda  
Gender – Male  
Date of Birth – 20<sup>th</sup> April 1982

Languages – English, Hindi  
Marital status - Married  
Nationality - Indian

### **WORK EXPERIENCE:**

Name of the Organization: **Pacific Institute of Management, Pacific University-Udaipur (Raj.)**

Position Hold: **Administrative Executive**

Duration: From December 2013 till date

Job Profile: **1. Academics-** Maintains the academic record of all students, plans and implements the registration process for classes, assisting academic coordinator in academic section, looking after all the academic activities in college including, daily class monitoring, class scheduling, re-scheduling & resolve scheduling conflicts, checking faculty-students in & out time, daily students attendance, time table preparation & make changes time to time. Other responsibilities include keeping records of all college classes and curriculum prerequisites and preparing information such as honors lists, transcripts and class rankings

**2. Office Administration-** Keeping record of staff attendance on daily basis i.e. teaching, non-teaching and peons for smooth functioning of daily activities. Taking care of complete dispatch management.

**3. Secretarial work-** helps in the Office of the President and Office of the Degree Section in absence of executive secretary to the president and Assistant Registrar-Degree Section.

**4. Correspondence work-** Email writing & replying and letter drafting to the higher bodies and university's central offices.

**5. Liaison-** Liaise with the central, State government and local bodies for the smooth running of the institute. Take permission and renewal of the contracts and agreements.

**6. Compliance-** taking care of compliance issue and resolve the same by mediating between the management and higher authorities.

**7. Accounts management-** Keeping record of bills, vouchers and petty cash expenses.

**8. Inventory management-** Keeping record of important papers and various new and old files.

**9. Facility management-** Managing all records related to classes, seminar halls, conference halls and canteen, proper monitoring of infrastructure maintenance

**10. Fleet management-** Record keeping of staff members of all buses and transport for pick and drop of students and arrangement according to the events.

**11. Campus Placement Drive-** Assist in Placement drive in the University along with Placement Officers, taking care of entire activities regarding Campus Placement Drive.

Name of the Organization: **Angel Broking Limited**  
Position Hold: Unit Manager/Team Leader  
Duration: From June 2009 to November 2013  
Job Profile: Team management and leadership, new business development,  
Client servicing, Account management

Name of the Organization: **MetLife Insurance Co. Pvt. Ltd.**  
Position Hold: Senior Executive  
Duration: From January 2008 to April 2009.  
Job Profile: Associated with bank channels for business development.

### **EDUCATIONAL QUALIFICATIONS:**

<b>Degree</b>	<b>Institute/College/University</b>
• Masters in Commerce (M.Com in Business Administration) (2017)	Mohan Lal Sukhadia University (MLSU), Udaipur (Raj.)
• PGDM/MBA – Finance/Marketing (2008)	Indian Institute of Planning & Management (IIPM), Mumbai
• Graduation in Commerce (2004)	Vikram University, Neemuch (M.P.)
• HSC (XII) (2001)	Kendriya Vidhyalaya, Neemuch (M.P.)
• SSC (X) (1999)	Kendriya Vidhyalaya, Neemuch (M.P.)

### **ADDITIONAL QUALIFICATION:**

- RS-CIT Computer Certification Course from VMOU, Kota, Rajasthan.
- Diploma Course in Computer Application from NIIT
- NCFM Certified in Capital Market (Dealer's Module)
- NCFM Certified in Commodity Market (Dealer's Module)
- NCFM Certified in Derivative Market (Dealer's Module)
- BCSM Certified in Cash Market
- NCMP Module-1
- NISM Series VII - Securities Operations And Risk Management

**SUMMER TRAINING :**

Company : Share Khan India (SSKI) Pvt. Ltd. Co.  
Position : Management trainee  
Period of work : 22 May 2006 to 16 August 2006  
Project Details : Administration and New Business Management.

**DESK PROJETS:**

- A Project Report on Gold and Silver Reserve of India.
- A Project on Issue of ADR & GDR.
- A Project on Changes in Income Tax Slab in Financial Year of 2006-07.

**EXTRA CURRICULAR ACHIEVEMENTS:**

- For being a Contributory Member of Organizing Committee during the two days '**International Conference-2019**' held on 26-27 April, 2019.
- For being a contributory member of Organizing Committee during the two days '**ANVESHAN-2019**' West Zone Student Research Convention held on 10-11 January, 2019.
- For being a contributory member of '**Administrative**' committee during the two days International Conference held on 19-20 January, 2018.
- Won Appreciation Certificate for '**Valuable Volunteer**' in International Conference on 4-5 June, 2016.
- Won Emblem of Appreciation for '**High Work Engagement**' in 2015.
- Won Emblem of Appreciation in excellent initiative & outstanding contribution in Academic and Culture fest '**UNIQUEST-2017**'
- Won Emblem of Appreciation in Outstanding contribution made in Academic and Culture fest '**UTTARAYAN-2016**'
- Won Emblem of Appreciation in excellent initiative & outstanding contribution in Academic and Culture fest '**UNIQUEST-2016**'
- Represented my school for All India Basketball championship from 1998 to 2001,
- Regional level in Basketball in year 1998 and 2001.
- Winner of General Knowledge (G.K.) Quiz at School.

**HOBBIES AND INTEREST:**

- Listening Music
- Swimming
- Free hand sketching

*I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief*

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(Akhilesh Mehda)

## ***AKHILESH MEHDA***

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**Dear Sir/Madam,**

I am writing to inform you of my interest for the position as a '.....' recently made available in your renowned organization/university.

I obtained my M.Com. and MBA/PGDBM from M.L.S.U., Udaipur & IIPM, Mumbai respectively. As a Post graduate in Business Administration and Finance & Marketing, I have acquainted myself with a range of skills that would allow me to blend with the organizational culture, and propel the team to new height of success.

Apart from being a proactive learner, I was actively involved in extra-curricular activities inside and outside of campus.

My enthusiastic involvement in many activities outside of the working circle has served me well in nurturing my leadership and communication skills, which are essential to succeed in the working world.

Together with the cover letter, I attach herewith my resume for your full consideration. I appreciate your time reviewing my application, and it will be a pleasure for me to attend an interview with you at your convenient time.

**Yours sincerely,**

**(Akhilesh Mehda)**  
**+91-8233093676**