

## Resume

**Abhijeet Gurav.**

**(M.B.A. Finance)**

Sai housing society,

Sr. No. 17 & 19, chikhali Pune- 411062

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### Objective :

Seeking a good position in a reputed organization with opportunities to explore my skills & enhances my knowledge while contributing to the success of the team and the organization.

### Qualifications :

Examination	University/Board	College/School	Year of Passing	Aggregate Marks (%)
MBA-II (Finance)	Savitribai Phule Pune University	Pratibha Institution of Business Management, Pune.	April 2023	CGPA- 8.11/10
MBA-I	Savitribai Phule Pune University	Pratibha Institution of Business Management, Pune.	April 2022	SGPA- 7.20/10
B. Com	Pune University	Sanghavi kesari College of Commerce And Science	April 2021	First Class
H. S. C	Maharashtra Board	Mahalsakant Junior College of Commerce & Science	March 2018	second Class
S. S. C	Maharashtra Board	Saraswati vidhyalay Akurdi	March 2016	first Class

## Experience :-

### 1. Total Experience: 6 Months

**Company Name:** MITSUBISHI METAL COP

**Designation:** FINANCE EXECUTIVE

#### **Job Profile:**

- Working on invoicing process, maintaining excel server sheets data.
- working on bizhive software invoice entry and updates
- creating E-way bills
- Updating the CRN and GRN records daily or weekly basis and reporting to Ho

## Academic Projects :

- Organization: **TATA MOTORS PVT LTD.**
- Department: Finance
- Designation: Summer Intern
- Period: 3 Months
- Project Title : Financial benchmarking and analysis of tata motors ltd and other competitors.

## Computer Skills :

- worked on outlook (Word, Excel, Power Point)
- worked on company software Bizhive s.c.m, MS teams.
- Advance Excel
- Tally ERP 9 With GST
- Professionally committed and responsible, Adapt easily to new situations.

## Extra-curricular Activities :

- Appointed for the documentation process & automation project assembly at National Institute of Technology, Warangal, Telangana.
- Active participation in College
- Event Management
- Social Work

## Personal Details :

- Name : Abhijeet Savalaram Gurav
- Date Of Birth : 11th January 2001
- Marital Status : Unmarried
- Nationality : Indian
- Languages Known : English, Hindi, Marathi

**Thanking You,**

**Yours Truly,**  
**(Abhijeet Gurav)**