

RESUME

NAME: KAJAL MAHENDRA SINGH BALU

ADDRESS: 48/2, SANJAY GANDHI NAGAR,
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MUMBAI- 400075

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EMAIL ID: kajal.balu08@gmail.com

DATE OF BIRTH: 11TH DECEMBER, 1995

CAREER OBJECTIVE:

TO WORK FOR A CHALLENGING COMPANY WHICH OFFERS PROFESSIONAL DEVELOPMENT AND GROWTH POTENTIAL AND TO FURTHER BUILD UPON MY ACADEMIC YEAR.

EDUCATIONAL QUALIFICATION:

| YEAR (FROM TO) | COLLEGE NAME/UNIVERSITY | GRADE OBTAINED OR % |
|----------------|--|---------------------|
| 2009 TO 2010 | SSC (10th) D.J Doshi Gurukul School Mumbai University | 62% |
| 2012 TO 2013 | HSC (12th) T.D Mehta Women's College of Arts & Commerce Mumbai University | 53% |
| 2015 TO 2016 | B.COM (Graduate) P N Doshi Women's College of Arts & Commerce SNDT University | 50% |

WORK EXPERIENCE:

MIND FRAME DESIGN – CURRENTLY WORKING

- ACCOUNTING / PURCHASING
- CREATED PURCHASE ORDERS
- COORDINATION WITH VENDORS ON DAY TO DAY BASIS
- GENERATED WEEKLY REPORTS ON PURCHASING OPERATIONS
- MAINTAINS RECORDS OF INVOICES, DEBITS & CREDITS
- COORDINATING WITH THE OTHER DEPARTMENTS RELATED TO PAYMENT

WIPRO LIMITED –

Duration: 14th FEBRUARY, 2018 TO 30th APRIL, 2021

- ASSOCIATE - CUSTOMER RELATIONSHIP
- HANDLING CALLS
- RESOLVING CLIENT'S QUERY
- COORDINATING WITH THE OTHER DEPARTMENTS RELATED TO TECHNICAL GLITCH

INDIA INFOLINE LIMITED - **2018**

Duration : 15TH SEPTEMBER, 2016 TO 15TH JANUARY,

- BILLING EXECUTIVE - MARKETING DEPT
- ONE POINT OF CONTACT BETWEEN MARKETING TEAM & PAYMENT TEAM
- COORDINATION WITH VENDORS ON DAY TO DAY BASIS
- COORDINATION WITH AP & RMU TEAM FOR DOCUMENT HANDLING
- RESPONSIBLE FOR MAINTINING 100% PAYMENT RECORDS
- RESPONSIBLE FOR RELESING PAYAMENT TO VENDORS WITHIN PREDEFINED "TAT"
- REQUISITION & PO GENERATION FOR ALL MARKEITNG & BRANDING RELATED WORKS

LATIN MANHARLAL SECURITIES PVT LTD -

Duration : 4TH JULY, 2016 TO 9TH

SEPTEMBER, 2016

- INTERNSHIP - MUTUAL FUND

AWARDS AND ACHIEVEMENTS:

- AWARDED 2ND PRIZE IN SPORTS

ADDITIONAL QUALIFICATIONS:

- CERTIFICATE IN MS-CIT FROM KEERTI COMPUTER INSTITUTE IN 2013
- CERTIFICATE IN MODELLING FROM SWADHAR CARREER INSTITUTE IN 2015-16
- CRETIFICATE IN SKILL BUILDING COURSE FROM JP MORGAN IN 2016.

SKILLS:

- GOOD WORKING AND ENERGETIC.
- PUNCTUAL AND QUICK LEARNER.
- LEADERSHIP SKILLS