

NIKITA DEEPAK KANOJIA

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CAREER OBJECTIVE:

To be a part of a growing organization with dynamic work culture providing scope to undertake challenging and creative tasks, which will provide me with opportunities to continuously learn and expand my horizons.

WORK EXPERIENCE

Designation: - Senior Associate – Finance & Admin

Department: – Operations

Company: – ENVESYA Private Limited – Mahalaxmi (Worli)

Tenure: – January '23 – August '23

Work Profile: - Operations & Admin support role.

- ✓ Maintaining Attendance record of office staff on monthly basis.
- ✓ Co-ordinating with various departments members from start to end process of procurement or consignment.
- ✓ Providing customer service to clients by resolving any dispute matters.
- ✓ Scheduling zoom meeting or booking of meeting / conference room.
- ✓ Handling of Petty Cash.
- ✓ Verifying supporting documents of site employees for Visa processing to deploy manpower overseas.
- ✓ Co-ordination with Travel Consultant's for outdoor travel arrangements.
- ✓ Filing of documents.
- ✓ Responsible for smooth day to day operational activities to run the organization.
- ✓ Maintaining good relations with banker, clients, and vendors.
- ✓ Issue Invoices to customers as per agreement with contractual obligation.
- ✓ To look after the administration and Inventory needs of office.
- ✓ To act as a co-ordination link between the management, facility officer & team members.
- ✓ To ensure the whole process of consignment or deliver is made smoothly & efficiently.
- ✓ Communicate efficiently with team members & management.
- ✓ Initiate and follow up on the collection of Receivables on timely manner.

Designation: - Accounts Assistant cum Backend Operations

Department: – Accounts Department

Company: – MiraInform Pvt Limited – Malad

Tenure: – March '2016 – October '22

Work Profile: - Operations, Backend & Billing.

- ✓ Routine Cheque clearance handling.
- ✓ Providing customer service to clients.
- ✓ Settlement/Knocking off of NEFT payment received from Banks in company's accounting Software.
- ✓ Maintaining records in Company's Accounts Software.
- ✓ Co-ordinating between different branches heads for smooth function.
- ✓ Monthly Billing of Invoices.
- ✓ Co-Ordination with Clients In Regards to Invoice.
- ✓ Managed the internal & external mail functions.
- ✓ Coordinating with the field staff regarding Inward receipts.
- ✓ Coordinating with the Manager for online receipts.
- ✓ Keep a record of Account Balances and reporting to senior & directors.
- ✓ Follow-up for payments through Vendors.
- ✓ Follow-up of Bill no's from counterparts.
- ✓ Rectification of Invoices for vendor payments.
- ✓ Preparing Daily Reports to Submit the same to senior & directors.
- ✓ Reconciling payments received and ledger checking.
- ✓ Timely feedback from customers regarding the services provided by company.

TECHNICAL QUALIFICATION & SKILLS

- **Certification course in Tally Erp 9.0 latest** version and Office Automation (Computer Basic) from Sequeira institute, Vasai in 2016.
- **Computer Basics:** M.S. Word, M.S. Excel, M.S. Outlook, (all Legacy and Vista Versions).
- **Browser Tools:** Google Chrome (all versions) and Mozilla Firefox (all versions).
- **Operating System:** Window XP, Window Vista, Windows.

EDUCATIONAL QUALIFICATION

- Pursuing MBA in Operational Management from Welingkar Institute of management –Since July 2022 (Distance Learning course)
- Masters of commerce Degree (M.com) - Pass (48.00%)
Mumbai University in April, 2015. (Part time course)
- Bachelor of Commerce (B.com)-1st Class (69.85%)
St. Gonsalo Garcia (GG) College (Mumbai University) in March, 2013.
- Higher Secondary school Certificate (HSC)-1st class (66.33%)
New English Junior College, Vasai, (Mumbai board) in February, 2010.
- Secondary School Certificate (SSC)-1st class (70.92%)
Holy Family Convent High School, Vasai (Mumbai board) in March, 2008.

LANGUAGE KNOWN

English, Hindi, Marathi (Read, Write and Speak)

PERSONAL DETAILS

Date of Birth: 18th April 1992

Place of Birth: Vasai, Mumbai (Maharashtra)

(NIKITA DEEPAK KANOJIA)

All the above-mentioned information's are true & reliable to the best of my ability and knowledge.