

## PERSONAL DETAILS

Date of birth  
29/07/1998

Nationality  
Indian

## LANGUAGES

English

Hindi

Marathi

Gujarati

Persian

## SKILLS

Management

Writing

Microsoft Excel

Accounting

Customer Service

Research

Cosmetics

Microsoft Word

Planning

Sales

Operations

Communications

Psychology

Family Law

Financial Services

Social Media

Photography

Content writing

## HOBBIES

Learning, Avid Reader, Meditation And Fitness, Photography, Social Media, Traveling & Exploring, Writing, Social Service, Sports.

## ABOUT ME

Dynamic professional with entrepreneurial vision and strong analytical skills. Adept at thriving in high-pressure environments; exemplary team player with proficiency in Accounting, Management, Financial and Legal services. Passionate about contributing my creative multitasking abilities to a collaborative team while enhancing personal growth. Eager to apply my expertise and drive to your esteemed organization.

## WORK EXPERIENCE

### Partner

Aliza Enterprises Perfumes & Cosmetics LLC / Dubai, UAE / Feb 2022

- Expert in design and blend of fragrances, fashion and cosmetics
- Proven track record in marketing and sales in beauty industry
- Demonstrated management skills overseeing accounting and financial tasks
- Achieved rewarding financial results through strategic product sales

### Admin || CRM

Muhriz Real Estate / Dubai / Mar 2023 - Nov 2023

- Highly organized and detail-oriented professional seeking a position that utilizes my skills in handling day-to-day activities
- Preparing reports
- Maintaining documents and forms,
- Maintaining customer relationships.

### Admin cum Sales

As Serat Tours & Travels LLC / Dubai, UAE / Oct 2022 - Feb 2023

- Administered key areas including accounts, management, and communication
- Managed sales through ticketing, promoting, and marketing travel services
- Supervised staff recruitment, training, and budget management
- Handled visa processes, embassy visits, tour packages, and travel arrangements

### Operational Executive

J.S Marine & Offshore Services / Mumbai, India / Jan 2018 - Jan 2021

- Managed daily office tasks efficiently
- Fostered a productive office work environment
- Spearheaded smooth running of front desk operations
- Reported routine and performance to management
- Contributed to a productive office environment

### HR Executive

Impact HR Pvt Ltd / Mumbai, India / Jun 2018 - Sep 2018

- Managed HR operations and daily tasks efficiently
- Handled candidate communication and interview scheduling
- Resolved employee inquiries on HR policies
- Addressed and settled complaints effectively

### Influencer

Social Media / Mumbai, India

- Impressive track record in creating viral content
- Strong experience in managing social media campaigns
- Outstanding ability in audience growth and engagement
- Substantial impact on brand image and online reputation
- Demonstrated talent in forging strategic partnerships
- Impactful enhancement of brand reputation online.

## EDUCATION

### LL.B

Lala Lajpatrai College of Law / Mumbai, India / 2023

- Earned LL.B. with Distinction from respected college.

### Master's Degree

University of Mumbai / Mumbai, India / 2022

- Achieved masters in commerce field with a First Class Master's Degree

### Bachelor's in Commerce

University of Mumbai / 2019

- Earned a Bachelor's Degree in Commerce in 2019
- Achieved a Second-Class standing

## COURSES

### Contract Drafting

The Law Learners / Jun 2020 - Jun 2020

### Food for Mind, Body & Soul

JCCL / Jun 2020 - Jun 2020

### Forensic Psychology

JCCL / Jun 2020 - Jun 2020

## INTERNSHIP

### Law Intern

P.H. Patel & Associates / Mumbai / Apr 2021 - Sep 2021

Successfully completed 6 months of internship at a well known organization