

CURRICULUM VITAE

Niyati Doshi

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Maharashtra.

PERSONAL INFORMATION

- GENDER : Female
- LANGUAGES KNOWN : English, Hindi, Gujarati
- MARITAL STATUS : Married
- EMAIL ID : niyati.46@gmail.com
- CONTACT NO : 90295-01419

CAREER OBJECTIVE

- Seeking to perform challenging and growth oriented assignments in a reputed organization, whereby I can enhance my skills and contribute towards the growth of the organization by applying my knowledge and experience.

PROFESSIONAL EXPERIENCE

- **Having 18 months of Experience as an Admin with Alphonso School**
- **Having a year of Experience with Colors Preschool**
- **Having an online teaching experience with Modern World School**
- Over 3 years of total exp. In A.S.Madon & Company(C.A.) as an Account Executive
- Also worked as Visa Consultant and Sales executive at Apex Visa Services

EDUCATION QUALIFICATION

Qualification	School/College	Board / University	Year of Passing	Marks (%)	Class
M.Com	Kalina university, Mumbai	University of Mumbai	2011	56.00%	Second class
B. Com (Banking & Insurance)	Kishinchand Chellaram College, Churchgate.	University of Mumbai	2009	71.85%	First class with Distinction
H.S.C.	Kishinchand Chellaram College, Churchgate.	Maharashtra State Board	2006	63.16%	First class
S.S.C.	Fellowship school, Gowalia Tank	Maharashtra State Board	2004	66.80%	First class

WORK EXPERIENCE

- Organisation : **Alphonsa Convent High Schhol,**
- Employment period : **Jan 2021 to Aug 2022**
- Designation : **Admin Staff**
 - ✓ **Responsibilities**
 - Handling and driving School's day to day operations
 - Resolving parents' queries
 - Fee collection
 - HSC admin portal management
 - Maintaining GR and other documents correctly

WORK EXPERIENCE

- Organisation : **Apex Visas**
- Employment period : **July 2014 to Jan 2015**
- Designation : **Visa Consultant and Sales Executive**
 - ✓ **Responsibilities**
 - Handling clients
 - Resolving all queries of customer
 - Sending email/calls to customer for followup
 - Make sure that leads are getting converted into customer
 - Giving all visa related info to client
 - Keeping detailed track record of customer

WORK EXPERIENCE

- Organisation : **A. S. MADON & CO. (C.A. Firm)**
- Employment period : **Oct 2009 to Dec 2012**
- Designation : **Account Executive**
- Activities Undertaken :
 - ✓ **Responsibilities**
 - Maintain All Accounting voucher entries
 - Maintain Bank Reconciliation and Reconciliation of Debtors & Creditors
 - Maintain day to day Accounts & reporting Managing Director on time to time
 - Maintain books of accounts in Tally
 - Maintain Internal Audit: Store And Accounts
 - Perform general office duties such as typing, operating office machines, and sorting mail.

- Organisation : **JAYANAND STOCK BROKING PVT. LTD**
- Employment period : **Oct 2009 to Dec 2012**
- Designation : **Bolt Operator**
- **Activities Undertaken** :

- ✓ Explained clients for various investment related schemes as well as acquiring new customers.
- ✓ Obtaining new clients by making various phone calls and through emails, also taking timely follow ups.
- ✓ Generating leads through friends and relatives and try to convert them in Clients.
- ✓ Maintaining excel sheet for how and when follow up take with client and updating the file with their comments.
- ✓ Deep ability to develop and maintain record-keeping systems and procedures in Ms excel.
- ✓ Data mining and maintaining customer database
- ✓ Contributing to developing marketing plans and strategies
- ✓ Funds management by visiting banks and Post Office.
- ✓ Sending reminder emails and messages to the customer for making timely payment.
- ✓ Filling up the forms and submitting them to the appropriate place.
- ✓ Registration of Partnership firm with 'Registrar of Firm, Mumbai'.
- ✓ Souda mismatch checking during post-closing period.
- ✓ Handling client database in hard copy.

COMPUTER SKILLS

- Application Known : Tally
- Tools : Advance MS Office
- Operating System : Windows Family, Internet operations & e-mail handling

OTHER INFORMATION

- OTHER INTERESTS : Music, Dancing, Reading Books
- OTHER ACTIVITY : Conduct Private Dance Classes
- OTHER CURRICULAR ACTIVITIES : Participated In Dance Competition Kiran Festival of K. C. College.

DECLARATION:

I am confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

Niyati Doshi