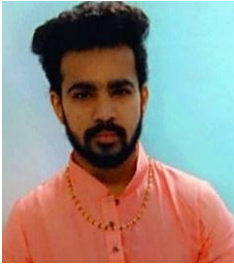


CURRICULUM VITAE



Rishi Bade

Mobile Number: 8817343266

E-mail: rishinileshbade2000@gmail.com

Specialization: Finance & Marketing

Education Details

Qualification	Institute	University/Board	Year	Percentage
MBA	Thakur Shivkumarsingh Management collage, Burhanpur	Autonomous	2023	Pursuing
B. Com (Marketing)	Seva Sadan College, Burhanpur	DAVV University	2021	75.91%
HSC	New Vision H S School, Burhanpur	MPBSE Board	2018	85.80%
SSC	New Vision H S School, Burhanpur	MPBSE Board	2016	75.83%

Work Experience

Firm: Jitendra Tandon & Associates.

Place: Burhanpur (M.P)

Designation: Senior Account Executive.

Work Description:

- Filling TDS
- Filling GST Return.
- Filling GSTR1 & GST3B.
- Working on Tally ERP9.

Achievements:

- got a Certificate from the JITENDRA TANDON AND ASSOCIATES for the best performance And gain some knowledge from the financial activity doing in firm.

Duration: ▪ Three Years (1st May 2017 – 31st March 2019)

Company: Sakar Packs Pvt. Ltd.
Place: Sinner, Nashik (M.H)
Designation: Senior Account Executive.
Work Description:

- E-invoicing, E-way billing & creating challan.
- using Tally Prime.
- filling month return.
- filling GSTR1 and GST3B.
- Maintaining Daily stock.

Achievements:

- got a Certificate from the SAKAR PACKS PVT. LTD. for the best performance and gain some Knowledge from the financial activity doing in firm.

Duration: ▪ On working from 1st OCT 2022

Project Details

An Analysis about a Financial Statement of an Organization.

Company: Sakar packs Pvt. Ltd.
Project: Analysis financial statement
Work Description:

- Worked with 7 members in staff they help me to figure out a various quires all the staff members are very helpful.
- They provide me the Balance Sheet P & L account of past few years to study on that and after few month I can completed my project.

Duration: 45 days (15th October 2022–30th November2021)

Workshops/Certifications

- **Selling Skills Workshop:** Participated in the workshop conducted by Mr. Puneet Raman founder of **Prowisdom Growth** and gained practical insights about selling and negotiation skills, prospecting new businesses and the sales funnel process.
- **Digital Marketing-** Certified in digital marketing & got a certificate from google and learnt Search Engine Optimization, Search Engine Management, Mobile Marketing and basics of Artificial Intelligence in Marketing.

- **Excel Workshop:** Certified in Microsoft Excel from **E-Learnmarkets** and learnt techniques of Look-up functions, advanced Charts, protect worksheets and perform data operations using Pivot Table.
- **Ordinary to Extraordinary:** Attended workshop conducted by motivational speaker and renowned author Mr. Love Patel and learnt body language, soft skills, grooming, business etiquettes and corporate communication practices.
- **Pradhan mantra kaushal vikas yojana scheme Program:** learning and Training of tally prime and GST under the PMKVY scheme program for 2 month.

Extra-Curricular activities

- **Box Cricket League:** Participated in interdivisional box cricket league at TSEC MBA and was part of the winning team.
- **Badminton league at state level:** participate in state badminton championship league and after lose 6 strong competitor I finished the league at 2nd rank.
- **CSR Activities:** Participated in CSR Activity of tree plantation and blood donation which were organized by the college.

Skills/Competencies

- Interpersonal Skills
- Leadership Skills
- Sportsmanship personality
- Taste Different Types of foods for various cities.
- Quick-Learner
- Negotiation Skills
- Driving cars

Achievements

- Rewarded scholarship by the **state Govt** in 2018 as per based on my HSC Performance.
- Achieved Second rank in my college in **Bachelor of Commerce (B.COM)** in 2021 & awarded during graduation.
- Earn various medals & trophy for running, dancing, making projects models and various other activities.
- First Rank in English and Hindi handwriting competition.

Personal Details

- **Local Address:** Tirthraj Tower Yashwant Nagar sinnar Nashik
- **Permanent address:** Makan no.21 Ward no.22, Budhwara office Burhanpur (M.P)
Pin code - 450331
- **Date of Birth:** 07/09/2000
- **Languages:** English, Hindi & Marathi

Date:

Place:

Rishi Bade