

PARAS CHAURASIA

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Career Objective:

To utilize my skills with expertise in Advance Excel, Automation of reports and knowledge efficiently for organizational growth.

Educational Qualifications:

| Academic Levels | Institution | Year of passing | University/Board | % |
|-----------------|--------------------------|-----------------|-------------------------|-------|
| CSAS | IMARTICUS | In Progress | ----- | ----- |
| T.Y.B.com | BHAVAN'S COLLEGE | 2008 | MUMBAI UNIVERSITY | 63.14 |
| H.S.C. | BHAVAN'S COLLEGE | 2005 | Maharashtra State Board | 58.33 |
| S.S.C. | ST.SEBASTAIN HIGH SCHOOL | 2003 | Maharashtra State Board | 64.13 |

Software Skill Proficiency:

- ❖ Microsoft Office, Excel Macros.

Work Experience:

- 1) Accounts Assistant at **Chimanlal Chunilal & Co**
April 2003-June 2004 (1 year and 1 month)

- ❖ Raising orders in system for Pharmaceutical products.
- ❖ All types of data entries & bank reconciliation.

- 2) BackOffice Assistant at **ICICI Lombard**
March 2006-March 2007 (1 year)

- ❖ Raising policies in system and their follow-up

3) BackOffice Operations at **CIPLA LTD**
September 2008- September 2009 (1 year)

- ❖ Raising orders in system for export purposes & their follow-ups.

4) Senior Associate at **Maersk Global Service Center**
April 2010 - April 2015 (5 years)

- ❖ Preparing MIS reports on adhoc basis as well as on daily basis.
- ❖ Creating productivity reports of users and their maintenance as well as sharing it with the customers.
- ❖ Handle the shift and allocate the work to shift members
- ❖ Communicating with business owners and sales desks in resolving issues
- ❖ Conduct team meetings for sharing information, reviewing team progress on deliverables & ensuring that forum is utilized for two way communication and team member get an opportunity to express their concerns/ideas etc

5) Mis Executive at **Gloob Decor**
April 2015 – May 2015(1.5 months)

- ❖ Preparing Sales reports for Zonal Managers and Pan India.
- ❖ Preparing Daily/Weekly and Monthly Sales report.

6) Customer Service Associate at **Lodha Developers**
October 2015 – December 2015 (2 months)

- ❖ Updating payments in SAP Systems.

Languages Known:

- ❖ English, Hindi, Marathi and Gujarati

Hobbies:

- ❖ Electronics

Declaration:

I hereby declare that all the information provided by me in this document is factual and correct to the best of my knowledge.

DATE: 2nd Feb 2016

(PARAS CHAURASIA)

