

MAYURI C. KULKARNI

**C/304, Ganesh Krupa Society,
Sawant Estate, Bandar Pakadi Road,
Near New Link Road, Kandivali (W) – 400067
E-mail: mayurikulkarnio@gmail.com
Mobile: 9821612258**

Objective:

- To obtain a challenging position within a supportive environment that will allow full use of my experience, talents and communication skills to further benefit the company's productivity and increase opportunities for personal advancement.

Education:

Class	Board / University	Grade
S.S.C	Maharashtra Board	Passed
H.S.C	Maharashtra Board	Passed
B. Com	Mumbai University	Passed

Other Knowledge known:

- Completed MS-CIT with 80%.
- Completed Tally ERP 9
- Typing with 30 wpm.
- Excellent Knowledge of Advance Excel, MS Office, PowerPoint .

Strengths:

- Determined to learn with practical approach.
- Good in presentation Skill.
- Positive, go-getter attitude
- Dynamic and active, ability to solve problems.

Work Experience:

- **G Maniar & Co (C.A) Firm**
Junior Accountant (Mar'08 to Mar'09)

Job Contents

- Maintaining of day-to-day books of accounts.
- Preparation of vouchers & cheques.
- Entries of Purchase bill & Sales bill.
- Arranging stationary items
- Office maintenance

- **Finedge India Pvt Ltd**
Computer Operator (April'11 to April'12)

Job Contents

- Data Entry of Sales Report
- Attendance and Leave records
- Administration Work

- **Preceptor Marketing Services Pvt Ltd**
MIS Executive (Mar'13 to Jan'15)

Job Contents

- Weekly & Monthly Merchandising Reports for WEST region.
- Maintaining data as per Client's requirement.
- Uploading Audit photos & questionnaire to our official site (Spar Krognos Marketing Pvt Ltd).
- Making Power point presentation of audited photos as per city & outlet.
- Making PPT for the monthly reports

- **Idonneous Marketing Services Pvt Ltd**
MIS Executive liase with HR (Feb'15 to till date)

Job Contents

- Daily, Monthly & weekly Sales Reports
- Making Attrition & LOM Report
- Attendance Project wise
- Making weekly PPT
- Maintaining data as per Client's requirement
- HR Related work (Challan Payment working for ESIC & PF)

Personal Details:

Name : Mayuri Chandrakant Kulkarni
Date of Birth : 20/11/1989
Language Proficiency : Marathi, Hindi & English.
Hobbies : Listening to music, Dancing.

Declaration:

I hereby confirm that the information given above this is true to the best of my knowledge.

Thanks and Regards

Mayuri Kulkarni