

**Bharati Bhagwan Masurkar**  
**Phone No: - 9664691133**  
**Email Id: - b.masurkar@yahoo.com**

### **OBJECTIVE**

To secure a position where by hard work, dedication and the ability to acquire new skills will advantage any company I work for.

### **PROFESSIONAL EXPERIENCE**

**Employer : HDFC Bank Ltd. (HDB pvt ltd payroll)**

**Designation : MIS co-ordinator**

**Duration : April 1019 to currently working**

**RESPONSIBILITIES:**

- Preparing aadhar supervisor, operator MIS
- Preparing aadhar nomination & Failed MIS
- Preparing GSP MIS
- Preparing aadhar branches zero enrolments MIS
- Preparing aadhar permanent signage MIS
- Preparing aadhar list of documents & revised charges posters MIS
- Preparing aadhar dongle summary
- Handling & maintaining all databases in excel MIS  
(Pivot table, Graphs, V lookup, H look up, sorting and filtering Data etc)
- Communicate with HDFC branches to using emails & calls.

**Employer : IT Solutions**

**Designation : Admin cum Office assistant**

**Duration : February 2015 to April 1019**

**RESPONSIBILITIES:**

- Preparing Sales ,Purchase, Payment & Receipt Challan.
- Handling & maintaining all databases in excel.  
(Pivot table, Graphs, V lookup, H look up, sorting and filtering Data)
- Maintaining Power point Presentation Data.
- Arranges client product, Courier to client product.
- Communicate with client using emails & calls.
- Maintaining petty cash book.
- Preparing cheques, Payment Follow-up.
- Filing documents, records, and reports.
- Maintain Employee salary, travelling expenses.

**Employer** : Jai Chamunda Apparel (Fable)  
**Designation** : Account assistant  
**Duration** : November 2010 to January 2015

**RESPONSIBILITIES:-**

- Preparing Sales Challan & Purchase Challan.
- Preparing Debit Note & Credit Note.
- Preparing Payment & Receipt Challan.
- Preparing Bank Reconciliation & Handling Petty Cash Book.
- Filing corporate documents, records, and reports.
- Maintain day to day Accounts & reporting Manager on time to time.

**Employer** : Mittal & Associates (CA)  
**Designation** : Office assistant  
**Duration** : November 2009 to October 2010

**RESPONSIBILITIES:-**

- Internal Auditing of **Nirmal Bang Securities Pvt. Ltd. (Equity). (Equity, Commodity, NBEAT, DP, Ganesh Aradhna Contest)**
- Internal Auditing of **Bank of India Shareholding Limited (BSE).**
- Company has their own software Are Called as a LIDHA DIDHA (LD). CCM, CDSL & NSDL.

<b>QUALIFICATION</b>
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2009	Diploma in Human Resources from Welingkar institute with Pass Class.
2008	T.Y.B.A., Mumbai University with Pass Class
2005	H.S.C., Mumbai University with Second Class
2003	S.S.C., Mumbai University with Second Class

<b>OTHER PROFICIENCY</b>
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- MS-CIT
- Tally – 9ERP
- English Typing – 40 wpm

- Advanced Excel

### MY PROFILE

Date of Birth : 19<sup>th</sup> January 1988.  
Marital Status : Single  
Gender : Female  
Languages Known : Marathi, English & Hindi.  
Interests : Listening to Music, Watching movie, Internet Surfing.  
Add : Pimpleshwar kripa building, 4<sup>th</sup> Floor, Room no. 414, Curry road,  
Mumbai 400 013.

### DECLARATION

I, hereby affirm that the information given above is true to the best of my knowledge.

**Place: Mumbai**

**Date:**

**(Miss. Bharati Masurkar)**