

## CURRICULUM VITAE

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**Priya Narendra Bhojani**  
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### OBJECTIVE

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To work efficiently and effectively throughout to prove myself as an asset for the organization and hold a responsible position in the organization.

### PROFESSIONAL EXPERIENCE

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- **Aakash Educational Services Limited as a Senior Accounts Executive** (From January 2016 to September 2020)

Working as a Senior Accounts Executive with managing ERP fee structure & fee software of different programs.

**Job Description:**

1. Managing ERP fee structure & ERP fee software of different programs.
2. Interaction with students and parents on routine basis.
3. Fee recovery from late fee students
4. On-time fee deposition in the bank (Cash, Cheques, DDs)
5. Managing of PDCs and their timely deposition and posting in ERP
6. . Refund calculation and processing of left out students
7. Cash reconciliation with accounts and bank.
8. Monthly Petty Cash Maintain in SAP & ERP Software Both.
9. Monthly Bills Like Telephone, Electricity, Vendors Invoice, Reimbursement Expenses  
Marketing Activity Bills Which Approved Budget By Head Office e.g. BTL Activity, Board Activity etc.
10. Clarifying of doubts of students and parents.
11. Champion entire student cycle is need be: Prospecting, Counseling, Admission, Orientation, Support, Satisfaction, Retention and Productive
12. Co-ordinate with other centers in the region for Student Transfer In & Transfer Out
13. Liaison with Head Office in Delhi for upcoming programs, admission tests, schemes and other offers.
14. Handling some assigned administrative responsibilities

- **Unique Finance (DSA -Loan House) as a Back Office** [From December 2014 to December 2015]

Working as a Back Office coordinate with team business the PL, BL & HL

**Job Description:**

1. Approaching them with the products we have.
2. Handling Team to generate business.
3. Generating the targeted business, a month in a PL, BL & HL from Team.

- **Tanishka Finance (DSA –Loan House) as a Back Office** [From August 2010 to November 2014]

Working as a Back Office and doing business the PL, BL & HL

**Job Description:**

1. Identifying the new customers.
2. Approaching them with the products we have.
3. Handling Team to generate business.
- 4 Generating the targeted business a month in a PL, BL & HL.

- **Inani Securites Limited as an Equity Dealer** [From March 2008 to July 2010]  
Working as an Equity Dealer with managing Trading Account of client

**Job Description:**

1. Creating the New Account.
2. Identifying the new customers through the existing Clients.
3. Approaching them with the products we have.
4. Operate the BSE, NSE and F &O on Odin Software and also can operate TWS BSE Bolt.

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## EDUCATIONAL QUALIFICATION

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- T.Y.B.COM Mumbai University
- Appeared LLB 3<sup>Rd</sup> Year Mumbai University

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## PROFESSIONAL QUALIFICATION

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- Basic Knowledge of Computers
- Tall ERP 9, ERP Software, LMS, Sales Force, SAP Basic

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## PERSONAL INFORMATION

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- Address: 34,3<sup>rd</sup> Floor, Surya Kiran Building, Sector 6 ,Charkop ,Kandivali(West )
- Languages known: English, Hindi, Marathi , Gujarati
- Date of birth: 17<sup>th</sup> June1986.
- Hobbies: Music, Reading a Book, Watching a TV
- Marital Status: Married

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## STRENGTHS

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Hard working, Ability to adapt to all kind of situation, Confident, Team leader and motivator.

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## DECLARATION

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I hereby declare that above information is true and correct to the best of my knowledge.