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FALCON ID # 64893

Oilfield Services / Other

Residential Country : India Nationality : India
Resume Title : Centre Manager Notice Period : 0 Days

EDUCATION

Qualification	Institute / College /university	Year	Country
B.com	Mumbai University	2012	India
Xiith	Mumbai Board	2008	India
Xth	Mumbai Board	2006	India

CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year
Admin Assistance	Reputed Company	India	06/2013	
Account Assistance	Bharath Credit Co- Op Society	India	10/2011	02/2014

ADDITIONAL CERTIFICATE AND TECHNICAL QUALIFICATION

Name Of The Course	Course Date	Valid Upto	Name Of Organisation
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Current Salary (Monthly In Usd): Not Mention Expected Salary (Monthly In Usd): Not Mention

Additional Skills :

Strengths

Quick learner

Sincerity and aptitude to hard work
Ability to get along with people
Ability to work in a team, excellent co- ordination skills organized and determined to succeed.

Additional Information :

Educational Qualification

S.S.C Passed in 2006 from MUMBAI BOARD
H.S.C. Passed in 2008 from MUMBAI BOARD
T.Y.B.COM Passed in 2012 from MUMBAI UNIVERSITY

Other Qualification

Have Done Basic knowledge of computer application.
Tally Erp, Advance Excel.
Typing English(30wpm), Marathi (30wpm).

Professional Experience:

Working with Reputed Company. Santacruz (East) Mumbai- 400 055. As Admin Assistance from 22-06-2013 onward.

WORK DESCRIPTION:

Making travel and guest arrangement
Call management incoming & outgoing
Invoice Booking
Maintaining Database on Ms Excel.
Receive and assist clients and escort them to correct destinations; Officers Cabin or Meeting Rooms.
Maintaining Attendance records of the staff.

Worked in Bharath Credit co-op Society. Dahisar (East) As Account Assistance From 01-10-2011 To 04-02-2013.

WORK DESCRIPTION:

Dailycollection entry.
Purchase & Sale entries.
Preparing cheque, vouchers daily.
Maintaining day to day activities in Excel sheet.
Extra Responsible for maintain of filling.

Hobbies

Listening Music, Playing Cricket and making new friends.