

201 Creado Apartments,
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FALCON ID # 64905

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	2019	India
Xiith	St. Xavier'S Junior College	2014	India
Xth	St. Anthony'S High School	2012	India

CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year
Administrative Executive	Mihir Desai Sr. Advocate	India	06/2018	08/2019

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 :

Additional Information :

OBJECTIVE

To Secure a challenging Position in a reputable organization to expand my learning, Knowledge, and skills.

EXPERIENCE

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Administrative Executive • Mihir Desai Sr. Advocate • JUN 2018 – Aug 2019

Maintaining files and making reports, Answering to calls, Organizing and Scheduling meeting, writing emails.

EDUCATION

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Bachelor Of commerce (Bcom)

Khar Education Society Degree College of Commerce & Economics (affiliated to Mumbai University) Jan 2019.

Higher Secondary School Certificate (HSC) Apr 2014 St. Xavier's Junior college – Mumbai.

Secondary School Certificate(SSC) Apr 2012 St. Anthony's High School – Mumbai.

ADDITIONAL EDUCATION CERTIFICATES

Maharashtra State Certificate in Information and Technology (MS-CIT).

Financial Accounting Program (TallyErp9, Tally Financial Accounting with service).