

JYOTI PRASHANT SALIAN

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Mobile: 7900124058

SUMMARY

Looking for a profile in which I can pour my intelligence, dedication and determination. Aiming to acquire good position in an organization renowned for professionalism, where I can make significant contribution to organization using the knowledge and skills I have acquired from my education and knowledge, ensuring simultaneous self growth.

CAREER OBJECTIVE

My primary objective is to be a hardworking economic asset to an esteemed organization and sincerely strive for continuous up-gradation of knowledge and self talent.

EDUCATIONAL QUALIFICATION:

M.COM

T.Y.B.Com. passed with 61% from Mumbai University with first class.

H.S.C passed with 50 % from Poddar College.

S.S.C passed.

ADDITIONAL SKILLS:

- ❖ **Basic computer knowledge (MS- word, Ms-Excel, Power point)**
- ❖ **Internet, Scanning, Etc.**
- ❖ **English Typewriting @30 w.p.m.**
- ❖ **Excellent communication & written skills as well as ability to explain the text.**
- ❖ **Perform data entry and scan documents.**
- ❖ **Provide general administrative and clerical support including mailing, scanning, faxing and copying to management.**
- ❖ **Successfully completed the Course of Study in advance excel in the year 2017**

WORK EXPERIENCE:

Working as Receptionist With Malik Crane Services Pvt Ltd (1-8-2014 To 31-7-2016)

- ❖ Greet clients as soon as they arrive and connect them with the appropriate party.
- ❖ Answer the phone in a timely manner and direct calls to the correct offices
- ❖ Answer telephone calls and take messages or forward calls.
- ❖ Handle incoming and outgoing mail.
- ❖ Schedule and confirm appointments and maintain event calendars.
- ❖ Making Cheques and Making online Payment.

Working as Office Assistance and Counsellor in Podar International School (IB) (1-8-2016 To 5 -6-2017)

- ❖ Coordinating between parents, principal & coordinator.
- ❖ Handling portal issue & doing basic trouble shooting.
- ❖ Handling inbound calls.
- ❖ Collecting Fees and Updating them in the system
- ❖ Handling Outbounds calls for fees collection.
- ❖ Promoting the list of students in the portal
- ❖ Updating monthly salary details.
- ❖ Updating information of Student and parent's in the system.
- ❖ Providing basic information about the admission & tour of the school.
- ❖ Generating Student ID numbers.

Working with Pyramid Developers as an Accounts cum liasoning Assistance (1-9- 2017 To 10-05- 2022)

- ❖ Drafting Letters.
- ❖ Making Agreement and builder NOC.
- ❖ Making Declarations.
- ❖ Making Letters and Solving Tenants Issues.
- ❖ Making Cheques and Making Online Payment.
- ❖ Making Rent payment of Tenants .
- ❖ Making letter in Hindi ,Marati and English.
- ❖ Perform functions such as correspondence drafts & emails requirements.
- ❖ Maintaining dairy & register for various details on regular basis.
- ❖ Collecting proof & documents from slum dwellers as per SRA guidelines for eligibility.
- ❖ Interacting with tenants for rent related issues.
- ❖ Preparing slum dwellers individual.
- ❖ Preparing possession and development agreement.
- ❖ Maintaining daily report of liason work, maintaining files records , orginal documents & approvals records.
- ❖ Back office work & feedback for development of various projects including files documentation & other matters
- ❖ SRA schemes & other redevelopment schemes for obtaining various approvals like LOI, IOD , CC further CC , OC & ETC.
- ❖ Cordinating with internal staff to obtain NOC from SRA , Tree Authority BMC ward.

STRENGTHS & SKILLS:

- ❖ Analytical abilities.
- ❖ Good Communication skills.
- ❖ Commitment, Flexibility.
- ❖ Adaptable in any environment.
- ❖ Willingness to learn new things.
- ❖ Positive attitude and dedication towards work.

PERSONAL DETAILS:

Name	Jyoti Prashant Salian
D.O.B	12 th February 1988
Address	23/6, Rane Chawl, Datta Mandir Rd, Nr.Shinde Ration Shop,Vakola, Santa Cruz East
Gender	Female
Marital Status	Married
Languages Know	English,Hindi,Marathi, Kannada & Tulu.
Other Interest	Reading, Books, Writing& Teaching
Mobile no	7900124058

DECLARATION:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place: Mumbai

Date: **Jyoti Prashant Salian**