**ABHISHEK PUROHIT**

Address Resi:- BF 1 Amaltas narmada Apartment 2 Swarnkunj Colony Katara Hills Bhopal 462024.

Mobile : 8982408830.

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**EXECUTIVE SUMMARY:**

* Demonstrated abilities to exceed target revenue goals, provide excellent customer service, build long- term relationships, and work in a team-oriented environment.
* Self-Confident, Hard-working, result-driven, assertive and an enthusiastic professional.
* Comfortable working with numbers, metrics and spreadsheets. Strong analytical skills and data-driven thinking.
* Well-developed communication and negotiation skills and the ability to represent the business at the highest levels.
* Proven ability to organize and manage a heavy workload and juggle priorities effectively. Excellent apolitical and problem solving skills.

**Academic Credentials:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree/Class** | **Name of the Institute** | **Percentage%** | **University/Board** |
| M.A.(Public Administration) | Rajiv Gandhi Collage Bhopal | 64.82% | Barkatulla University Bhopal |
| B.Sc.(Comp.Sc.) | Chitransh Collage Bhopal | 62.75% | Barkatulla University Bhopal |
| Higher Secondary (PCM) | S.S.V.M. Bhopal | 54.40% | M.P. Board |
| High School | S.S.V.M. Bhopal | 63.60% | M.P. Board |

# Work Experience:

* Preparing Accounts statement and tax returns of clients associated with firm.
* Monitoring spending and budgets.
* Financial Forecasting and risk analysis.
* Advising clients how to reduce costs and increase profits.
* Consulting the clients for loans.

## Computer Skills:

**Operating Systems:** Windows

**Packages Known:** MS Office (Word, PowerPoint, Excel)

**Language:** C, C++, VB. Java

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# Extra Curricular Activities

* Coordinator in College Events.
* Member of winning Cricket team in inter college competition.
* Secured 1st position in dance competition in college.
* Winner of add act in college.

# Strengths:

* Good with Numbers
* Sound Knowledge of financial ratios
* Good communication skills
* Team player abilities and Leadership Qualities

# Personal Details:

**Date of Birth:** 18/07/1992 **Marital Status**:Unmarried **Strengths:**

* + Team player
  + Hard Worker
  + Punctual
  + Responsible
  + Multitasking and Quick learner

**Languages**: English, Hindi

**Name : Abhishek Purohit**

**Place: Bhopal**

**Date : 11/05/2022**