**RESUME**

**Candidate Name** :- **Kishor Jivraj Maru**.

**WORKING EXPERIENCE:**-

Working with **Plaha & Mehta Associates** as Office Assistant

(**Mar 2014- Till Date**)

Collect the Release order and cheques of the clients.

Deposit of cheques into bank.

Keeping record of release order and bank statements

Documents scanning and mail to clients.

Filling the documents and submitting the same to various clients.

Daily monitoring the transactions of Bank includes NEFT/RTGS, etc.

Filling the form details of beneficiary and applicant both.

Working with **Synapse Trade Solutions Pvt Ltd** as Office Assistant **(Feb2010- Feb 2014)**

Collect the Release order and cheques of the clients.

Deposit of cheques into bank.

Keeping record of release order and bank statements

Keeping track of collections from the Client

Maintaining Client statements on Monthly bases.

Worked at **Perfection Media Communication as** Client Service Executive **(Jan2003-Jan2010)**

Meet the Customers to come across their need of conceptualizing, creating and publishing the content.

Undertake the assignment of printing the books of annual reports, dividend warrant, broachers and different types of commercial printing-related materials.

Keep a regular checkup of the printing machinery and give a timely overhaul.

Furnish the sample to customers before initiating the printing works.

**ACADEMIC QUALIFICATION:-**

 **S.S.C** passed from **MNH High School** from Mumbai Boardin March 1999-2000**.**

**HSC** Appeared.

**PERSONAL INFORMATION :-**

Fathers Name: - Jivraj Maru.

Date of Birth: - 13th February, 1984.

Permanent Address: - 304/B, Shyam Sagar Apartment,

 S J Marg, Lower Parel (West),

 Mumbai-400 013.

 Mob. 8898935298

E mail ID: - kmaru\_1984@rediffmail.com

Religion: - Hindu.

Nationality: - Indian.

Martial Status: - Single.

**LANGUAGES KNOWN :-**

Gujarati, Hindi, Marathi, English.

Date :-

 Signature of candidate

Place :-

 (**Kishor J. Maru**)