

# PRIYANKA GURAV



## PERSONAL PROFILE

Father's Name :  
Suresh P Gurav  
Date of Birth :  
August 09<sup>th</sup> 1997  
Language :  
English, Hindi and Marathi  
Nationality : Indian

## Specialization

Finance

## Hobbies

Reading Books, Doodling

## Address

Priyanka Gurav  
505 / Lav Kush Building,  
Vakola, Santacruz (E)  
Mumbai - 55

**Mob. N0** - 8898592178

**Email** –

[priyankagurav505@gmail.com](mailto:priyankagurav505@gmail.com)

## Career Objective

Seeking a challenging position to utilize my skills and abilities in accounting & finance field that offers growth while being resourceful, innovative and flexible.

## Professional Qualifications:

- Pursuing MMS ( Master of Management Studies) from Maratha Mandir's Babasaheb Gawde Institute of Management Studies , Mumbai

## Experience – Annet Technology – 1.5 years

Designation : MIS Executive

Job Profile :

- Collated, analyzed and documented company's quarterly and half yearly performance details
- Generating & maintaining day to day MIS Data
- Providing updates & information related to clients services to accounts team for billing purpose
- Monitoring and Maintaining billing process
- Approving invoices as per sales records

## Internship– Wallet Advisory Pvt Ltd – (Sept- Oct 2020)

- Onboarding customers on Mutual Fund App (Fundzpark) and understanding about their experience

## Academic Qualification:

Exam Passed	School	Board	Year of Passing	% or CGPA
BAF	Rishi Dayaram National College	Mumbai University	2017	73.00
HSC	Rishi Dayaram National College	Maharashtra Board	2014	78.46
SSC	Patuck Technical High School	Maharashtra Board	2012	70.60

## Key Skills

- Fast learner and grasp things quickly , self-motivated
- Skilled at handling documentation

## Extra Curricular Activities

- Participated in Degree college event – Meterdown (2015-16)

## Online Course

- TCS ION – Career Edge
- Microsoft Excel for Finance, Accounting and Financial Analysis

## Summer Internship Project

- Comparative Study Between LIC and Other Private Sector Players

**Strength** - I have an ability to solve problems quickly. I can see given situation from multiple perspectives, which makes me uniquely qualified to complete my work even under challenging conditions.

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

**Place** - Mumbai

**Date** -

**(Priyanka Gurav)**