

SOURABH G

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Flexible and proactive with more than 2 years of experience in administrative & financial roles. Skilled in providing friendly, informative customer interactions and administration duties, including handling sensitive paperwork and preparing meeting rooms. I'm keen to put my skills in organisation and diplomacy to work in a more senior administrative role

WORK EXPERIENCE

- ❖ **STARASHIYANA CONSTRUCTION PVT LTD** (EXECUTIVE ASSISTANT) Jan 2021 to Jan 2023
 - provides high-level administrative support to the management with the day-to-day business of the organization
 - Scheduling meetings and maintaining the management calendar
 - Led weekly team meetings to discuss deadlines, projects, and goals
 - Delegated tasks and assignments to staff members
 - Plan, coordinate and manage all administrative , Assess staff performance

- ❖ **NATIONAL SMALL INDUSTRIES CORPORATION** (Intern) July 2020 to Aug 2020
 - Research Project on “Effect of COVID-19 Pandemic on Indian Economy With Exceptional reference to Indian MSMEs Sector

 - This study analyzed the MSME owners’ financial literacy namely, financial behaviour, financial influence, financial attitude, and financial knowledge of their firm performance.

 - Coordinated schedules for team members
 - Tracked progress of projects
 - Created presentations for management
 - Assisted with the creation of training manuals
 - Answered customer questions and concerns

- ❖ **INDIAN OVERSEAS BANK** (Intern) June 2017 to July 2017
 - Assist customers with various financial transactions, developed communication skills with customer
 - Handle administrative tasks with a high level of efficiency and accuracy

- ❖ **STARASHIYANA CONSTRUCTION PVT LTD** (Intern) Jan 2015 to May 2015
 - Conducting accounting activities in the field of distribution such as making Sales Orders.
 - Purchase Orders, Invoices and preparing financial statements.

EDUCATION

IILM UNIVERSITY, GURUGRAM Master of Business Administration (Finance & Marketing)	2019-2021
AMITY UNIVERSITY HARYANA Bachelor of Commerce (Honors)	2015-2018
GOVERNMENT POLYTECHNIC SONIPAT Finance, Accounts & Auditing	2012-2015
• 12 th grade National Institute of Open Schooling	2013-2014
• 10 th grade CBSE nation-wide examination	2010-2011

ACTIVITIES

- Certificate of Volunteering for different events in the duration of MBA as well B.com (H).
- Military Camp Training Attended 7 day's program via Amity University
- Amity fest: Financial management and operational responsibilities - under the ACC department
- Class Representative: B. Com (Hons.) 2015-2018

SKILL & INTERESTS

- Technical: Microsoft Excel and Access, IBM SPSS (Basic), Python (Ongoing), Power BI, SQL (Basic)
- Personal Skill: Team Player, Eager to learn new things, Detail conscious, Liaisoning.

DECLARATION: -

I hereby declare that all the details furnished above are Correct to the best of my knowledge.

Place: - Gurugram, HR.

Signature: - (SOURABH G)