

Mitesh Kantilal Mithia

Vashi, Navi Mumbai, Maharashtra, India - 400703 (9619947986)
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Personal Details

Father's Name - Mr. Kantilal Mithia
Date of Birth - 27/07/1998
Marital status - Unmarried
Address - Sec 26A, Vashi, Navi Mumbai, Maharashtra.
Languages known - English, Gujarati, Marathi, Hindi

Personal Summary

I am a highly organized, ambitious and dedicated graduate who wants to pursue a career in the field of Human Resource. As a passionate and A level student, I have thorough knowledge and skills required for the same. As a graduate with 3 years of experience in management, I am excellent in working with others and prefers to lead the team to achieve the objectives on time with excellence. I like to interact with people and also enjoys to understand their requirements and mindset. At the moment, I am looking for a suitable job where I can give my 100% and will thus prove myself.

Objective

An intellectually curious & self-motivated graduate seeking a career to utilize my knowledge & personal skills to gain comprehensive understanding in a challenging career with a progressive organization that provides an opportunity to capitalize my management skills & to make a positive impact in my field of activity, leading to both organizational and personal growth.

Professional Qualification

Bachelor of Management Studies (BMS) specialized in Human Resource field

Summary of Skills

- Basic Computer Knowledge
- Microsoft Office
- Microsoft Excel

Work Experience

03/2017 – Present (Accountant)

Chartered Accountant Firm, Vashi, Navi Mumbai, Maharashtra, India.

01/2020 - 07/2020 (Telesales Outbound Process)

IDFC First Bank, Mahape Airoli, Navi Mumbai, Maharashtra, India.

Skills

HRM Knowledge
Management Skills
Communication

Leadership Skills
Decision Making Skills
Teamwork & Collaboration.

Strengths

Time management
Self-disciplined & motivated
Takes initiative

Declaration

I hereby declare that the information provided above is correct to the best of my knowledge

Place:

(Mitesh Mithia)

Date: