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SUMMARY

I am a person of optimistic disposition, driven by a strong work ethic. My dedication to achieving success is matched by my ability to collaborate effectively within a team. I possess innate leadership skills, evident in my readiness to shoulder responsibilities with enthusiasm. I am a firm believer in embracing challenges as opportunities for growth. This growth mindset has led me to consistently enhance my skills and knowledge, enabling me to adapt to evolving situations.

SKILLS

- Organizational Skills
- Effective Communication
- Time Management
- Proficient in Computer Skills
- Customer Service
- Attention to Detail
- Multitasking
- Problem Solving

Akshay Gend

EXPERIENCE

January 2019 - June 2024

Administrative Associate Marathe Enterprises | Pune

My job is to handle a bunch of different tasks that help the firm run smoothly. I'm the one who takes care of keeping schedules on track, setting up appointments, and making sure messages get to the right people. I'm there to lend a hand to my team members whenever they need it, and I'm all about making our customers feel awesome by giving them great service. I'm the go-to person for making sure our office looks tidy, and everything works like a well-oiled machine. Sometimes I even help out with managing projects, typing in data, and whatever other tasks pop up - all the things that keep the office running super smoothly.

EDUCATION AND TRAINING

May 2019

Master of Arts | Arts

Tilak Maharashtra Vidyapeeth(Pune)

May 2017

Bachelor of Commerce (B. Com)

Savitribai Phule Pune University

LANGUAGES

Marathi: First Language

Hindi:	C2	English:	C1
Proficient (C2)		Advanced (C1)	

HOBBIES

Reading & Researching: Staying informed and learning. Physical Activities: Balancing lifestyle. Current Affairs Analysis: Understanding society.