

**PAYAL DILIP MATHAPATI**

payalmathpati@gmail.com  
+919404561494

**Career Objective**

I would like to work in an organization, where I can use my knowledge for contributing in betterment of organization.

**Educational Qualification**

- Master of Business Administration In Finance

---

**Experience:**

- Company Name: **DDU-GKY, TRY LOGIC Soft Solutions AP Private Limited.**

Designation: **MIS Executive, and Counsellor**

**From 18/08/2023 to Till date working**

**Job Profile:**

**Experience of Counsellor**

**Experience of MIS work**

- Company Name: **DDU-GKY, Param Skills Training India Pvt. Ltd.**

Designation: **MIS Executive, IT Trainer and Counselor**

**From 17/06/2021 to 17/08/2023**

**Job Profile:**

**Experience of Counsellor**

**Experience of IT Trainer**

**Experience of MIS work**

- Company Name : **Param Job Solution Pvt Ltd**

**Designation: Placement Executive Back Office**

**From 03/03/2019 to 16/06/2021**

**Job Profile:**

Attended Job Fairs.

Taken Interview of Candidates.

Handling MSSDS Website for Placement Work.

Handling NULM Website for Placement Work.

Maintaining Database in Excel of Placement Record

Scanning of Documents.

Updating Placement Records on daily basis as received.

Follow-Up for placement records.

Handling National Apprenticeship Portal

● Company Name: **Codevizzor Technologies Pvt.Ltd (Param Skill Training India Pvt Ltd)**  
Designation : Data Entry Operator and Telecaller  
**From 11/06/2018 to 01/03/2019.**

1. Students Counseling.
2. Students Calling.
3. Data Entry.
4. Data Maintaining.

### **Technical Skills**

- Software: MS Word, MS Power Point, MS Excel, Corel Draw
- Environment: Windows 2007, 2008 ,2010

### **Academic Record**

<b>Examination</b>	<b>School/College</b>	<b>Score (%)</b>
MBA Finance	Smt.Shantabai Kantilal Gandhi Arts Amolak Science, Panala Hiralal Gandhi Commerce,College ,Kada,Tq.-Ashti,Dist. Beed,	Appear
B.Sc	Bachelor of Science (B.Sc.) from Smt.Shantabai Kantilal Gandhi Arts Amolak Science, Panala Hiralal Gandhi Commerce,College ,Kada,Tq.-Ashti, Dist. Beed,	61.38%
HSC	Madhyamik va uccha madhyamik vidyalaya pandhri -pimpalgaon, Aurangabad	56%
S.S.C.	Dnyan Prakash Vidya Mandir, Aurangabad	52%

### **Personal Information**

**Address:** Gurudatta Nagar, **Garkheda** Parisar,Aurangabad

**Date of Birth:** 27/10/1997

**Nationality:** Indian

**Languages Known:** English, Hindi and Marathi

“I hereby declare that the information given here with is correct to the best of my knowledge and I will be responsible for discrepancy if any”

Date:

Place: Aurangabad

Payal D Mathapati