



# MAITREYEE SAHASRABUDHE

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## PROFILE

Highly motivated, positive and hardworking individual, who always strives to achieve the highest standard possible, at any given task. A commerce graduate looking for a rewarding opportunity in the organized sector to put to use my communication and problem solving skills and prove to be an asset to the organisation.

## EXPERIENCE

**PARIKH INFO  
SOLUTIONS PVT LTD**

### **Accounts Assistant cum HR Recruiter (August 2018 - December 2018)**

- Invoicing, salary payments, book-keeping and record-keeping
- Understanding the job role's requirements, sourcing and approaching potential candidates
- Coordinating with the candidates for the entire recruitment process
- End-to-end Recruitment

**MUNICIPAL  
CORPORATION OF  
GREATER MUMBAI**

### **Control Room Operator - Disaster Control Team (September 2017 - July 2018)**

- Receiving complaints and recording them
- Transferring them to the concerned authority
- Follow-up of the work done
- Typing and sending reports for major complaints

## SKILLS

- Organisational / Managerial Skills
- Excellent Communication Skills
- Ability to Work Under Pressure
- Decision Making
- Problem Solving Skills

## EDUCATION

**B.COM.**

**Nagindas Khandwala College (2014 - 2018)**

**MS-CIT**

**Keerti Computers (2014)**

**H.S.C.**

**BSGD's Junior College (2012 - 2014)**

**S.S.C.**

**Dr. Sarvapalli Radhakrishnan Vidyalaya (2001 - 2012)**