

CURRICULUM VITAE

Yash R. Mahalim

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Objectives:

Provide support with daily administrative tasks in the Company, Typical responsibilities of Back office Assistant are sorting the correspondence, implementing and optimizing procedures.

Personal details:

- Name: Yash Ravindra Mahalim
 - Date of Birth: 22 September 1993
 - Gender: Male
 - Interests: Reading, Blog writing, Painting, Social Media, Travelling, Meditation.
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Educational Details:

- Bachelor of Science (B.Sc) majors in Physics completed in 2017 from University of Mumbai.
 - Master of Science (M.Sc) completed in 2019 from University of Mumbai
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Work Experience:

- **Back office Assistant in Powerweave Software Solutions PVT Ltd**
July 2016 - January 2018
Had performed the analysis work of Purchase orders received by US based e-Commerce Company

Epromos. Overall task is to making entries for Imprinting logos with various imprint methods on Products and sending all details of purchase orders including product details, shipping address, billing address to the production department.

- **Awards and Achievements**

Star Performer of Leeds Team in Month of April 2017

Other Qualifications and Activities:

- Maharashtra State certificate in Information Technology(MS-CIT) completed in 2009.
 - Diploma course in Programming (GNIIT) from NIIT completed in 2017.
 - I have a special passion for programming and Social Media. I currently registered to W3 School online learning website for Certificate in Python Programming.
 - I also wish to implement my programming skill to Company's administrative tasks if get the chance.
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