



KRUTIK SURTI

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Deheri (Jawaharwadi)



OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company



SKILLS

COMMUNICATION

POSITIVE ATTITUDE

LEADERSHIP

TEAM WORK

COMPUTER KNOWLEDGE BASIC & TALLY ETC.



INTERESTS

FOOTBALL & CRICKET

READING BOOKS



LANGUAGES

HINDI

ENGLISH

GUJARATI



EXPERIENCE

09/11/2022 -
29/07/2023

**KAKARIA ASSOCIATED
ACCOUNTANT**

Tally data entry including sales, purchase, receipts, payments, bank reconciliation statement, and preparation of debtors / creditors statements. Receiving and processing all invoices, expense forms and requests for payments.

05/11/2023 -
30/05/2024

**UNITILE
RECEPTIONIST**

Managing the Guest, Stationery store, security, Housekeeping, pantry, Internal calls and External calls, courier Inward&Outward and data filling in excel.

03/07/2024 -
10/03/2025

**LESOL CITY LTD
HR ASSISTANT**

Employee records Maintaining employee databases, records, and documentation, including leaves, attendance, and compensation.



EDUCATION

2024

**Y.C.M.O.U
MBA
57.82%**

2022

**Y.C.M.O.U
BACHELOR OF COMMERCE
68.25%**

2019

**MAHARASHTRA BOARD
HSC
44.31%**

2017

**MAHARASHTRA BOARD
SSC
45%**