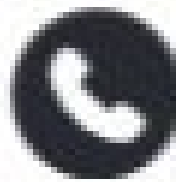




PRATHAM UTTEKAR



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collbra gotri sevasi road 390021,
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ABOUT ME

I am a highly responsible and organized individual, eager to kickstart my professional journey. With a strong commitment to excellence and a keen attention to detail, I consistently strive for quality outcomes in every task. I am motivated to leverage my skills within a dynamic team, where I can contribute effectively while fostering my career growth.

SKILLS

COMPUTER HARDWARE KNOWLEDGE

BASIC EXCEL

BILING SOFTWARES

CAFE MANAGEMENT

ACCOUNTANT EXPERIENCE

CUSTOMER SERVICES

LANGUAGES

ENGLISH

HINDI

MARATHI

GUJARATI

WORK EXPERIENCE

WEB MYNE PVT LTD
Vadodara
Jan 2023 - Jun 2023

DATA ENTRY OPERATOR

- Generated detailed reports, enabling data-driven decision making.
- Processed 500+ entries daily, enhancing team productivity by 30%.
- Streamlined data workflows, reducing entry time by 25% on average.

JS ENTERPRISES
Vadodara
May 2024 - Dec 2024

ACCOUNTANT ASSISTANT

Mange monthly transaction
Manage dileverys
Manage cash and biling
Use the tally software for billing and accounting
Invoice generate, e-way bills , daily stock reports, stock management
Handling customers
Making bills and set dilevery location for online clients

SCOOPS AND BITES
CAFE

CREW MEMBER

- Inventory management,
- Delivery management
- Customer handling
- Customer services
- Interacting with guests, addressing their inquiries or concerns, and ensuring their comfort during their stay.Collaborating with other crew members to ensure all tasks are completed efficiently and effectively.
- Customer Listening carefully to guests' orders, ensuring accuracy, and making recommendations based on the menu.
- Presenting the bill, processing payments, and providing change or receipts.

EDUCATION

SARDAR PATEL
UNIVERSITY ANAND
Anand
2024

BCA bachelor in computer application