**Curriculum Vitae**

###### Personal Detail

* Name : Siddhi
* Date of Birth : August 4th ,1993
* Place of birth : Mumbai, Maharashtra, India
* Nationality : Indian
* Gender : Female
* Marital Status : Married
* Languages known : English , Hindi , Marathi & Gujarati
* E-mail  : siddhi.277171@2freemail.com
* Visa Status : Husband Sponsor Visa (NOC provided upon request)

###### Career Objective

**To obtain a challenging Administrative position, and applying creative problem solving and lean management skills with a growing company to achieve optimum utilization of its resources and maximum profits, and in turn contributing towards the development of the organization and enhance potential for growth and personal satisfaction.**

###### Education

* Pursuing post-Graduation, Master in Business Management – Majors in “International Management” from Geneva Business School, Dubai, United Arab Emirates.
* Under Graduate, Bachelors of Commerce – Major in “Account” and "Finance" From Mithibhai Motiram Kundani College of commerce and economics, Mumbai, Maharashtra, India .(2015)
* Secondary School, from VIVA College, Thane, Maharashtra, India (2012)
* High School, form St. Xaviers High School, Mumbai, Maharashtra, India (2010)

###### Professional Experience

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**BPO – ABC e-Solutions LTD, Thane - Maharashtra, India** (products Solution analyst for foreigners) **April 2013 – March 2014 (Part Time)**

 **Work Profile**

* Making follow-up calls and conferences with heads of companies to help the customers services into their work cycle.
* Meeting with decision makers in different companies and finding their needs and wants and delivering structured plans to suit their needs.
* Assist clients in making informed decisions.
* Undertake all administration tasks for the senior planner and coordinating with the head-office.
* Attend Networking events to generate leads and follow up with potential customers.

###### Courses & Training

* “Diploma in MS-Office and Computerized Accounts” from Sky computer education Institute.

###### Qualifications Summary

Highly presentable and Proactive **Customer Service and Administrative Professional** with over One years of experience in the E-Solutions Industry.

* A passion for people, the community and the financial markets.
* Extraordinary interpersonal skills with a strong team orientation
* Talent for identifying customer needs and presenting appropriate company product and service offerings.
* Provided administrative and detailed oriented support to ensure positive communication methods to follow the integrated organizational hierarchy.
* Proficient with Microsoft Office Systems (including Microsoft Word, Microsoft Excel, and Microsoft Outlook).

###### Skills

* Expert in MS Word.
* Fluent in English, Hindi, Marathi & Gujarati Languages (written, spoken).
* Energetic and self-motivated team player/builder.
* Proven ability to work efficiently in both independent and team environments.
* Quick learner with an ability to rapidly achieve organizational integration, assimilate Job requirements and employ new methodologies.
* Strong communication, interpersonal, administrative, organizational, problem solving and leadership skills.
* Ability to work above and beyond of what is expected and deliver results of the highest caliber.

###### Reference

* Available upon request.