‍‍Manjari

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# Profile Summary

* A highly equipped Administrative Assistant with experience in performing a variety of administrative and staff support duties for a specified department, which require a range of knowledge and skills of organizational procedures and policies; directing and assisting visitors, and resolving administrative problems and inquiries; composing, editing, and proofreading correspondence and reports, and preparing a range of administrative documents.

# Skills & Expertise

* Strong communication skills
* Analytical problem solver
* Skilled financial analysis
* Time management skills
* Driven to learn apply new ideas
* Dedicated & self - motivated
* Highly professional
* Proven leadership capabilities
* Complete command of word & Excel

# Experience

## Sales Coordinator/Office Assistant | JMA RANE MARKETING LTD | NOV 2007 – APR 2012

* Provide administrative/secretarial support for various departments/divisions such as :-
* Answering telephones,
* Assisting visitors
* Resolving a range of administrative problems
* And inquiries.
* Handles calls and promptly forwards them to appropriate person among 20 employees
* Schedule and coordinate meetings, interviews, appointments, events and other similar activities for supervisors, which also include travel and lodging arrangements.

## Telemarketing Executive | BHARATI AIRTEL - Pune | Feb 2006 – Oct 2007

* Strong knowledge of processes and principles for providing personal and customer services.
* Get in touch with private or businesses individuals by telephone to plead for goods or services.
* Answer questions from customers.
* Fill all the information into the computer.
* Obtained information from customers including name, address, and payment type.
* Explained products, prices and services to the customers.
* Gather names and contact numbers of prospective customers from sources like magazine reply cards, telephone directories, etc.

# Education

**bslllb | 2012 | ssms law college**

**hsc | 2004 | maharstra board**

**ssc | 2002 | maharstra board**