**Nilima S. Pakhare – CV No 2009190**

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**Curriculum Vitae**

**PERSONAL SUMMARY & PROFILE:**

A very positive and creative Efficient, result driven and capable Multitasking Executive with **Total Experience of 7 years and 8 months** with a proven ability to effectively develop manage and control relationship with the company and the client with ability of understanding a Customer Relations and Administration.

Enjoys challenges and works to an excellent standard while presenting a positive image to clients and colleagues. An ambitious, creative and dedicated design professional, looking for a new and challenging position, one which will make the best use of my existing creative skills and total work experience for further my personal and professional development.

**Professional Experience:**

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| **Company Name & Location** |  |
| Designation | **Assistant Interior Designer cum Admin Officer and Front Office Executive** |
| Duration | 3 years and 10 months (From March 2013 to Jan 2017) |

**Key Responsibilities:**

* Manage incoming calls customer enquiries.
* Meeting new & existing clients and determining their requirements.
* Delivering projects under strict deadlines and within the client’s budget.
* Preparing drawing, sketches, proposals and quotations for clients.
* Coordinating and monitoring the work of both contractors and suppliers.
* Developing Auto-cad drawing.
* Producing working drawing packages.
* Organize detailed drawing packages &written specification.
* Maintains working relationships and communicates with all departments.
* Review daily front office work and activity reports.
* Maintain stock report.

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| **Company Name & Location** | **‘Bulls Eye Knowledge Systems’** |
| Designation | **Admin Executive cum Counselor** |
| Duration | 2 Year and 6 months (From Sept 2010 to Feb 2013) |

**Key Responsibilities:**

* Counsel students regarding educational issues such as course and program selection, class scheduling, school adjustment, study habits, and career planning.
* Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
* Evaluate individuals' abilities, interests, and personality characteristics using tests, records, interviews, and professional sources.
* Prepare reports on students and activities as required by administration.
* Collaborate with teachers and management and maintains working relationships and communicates with all departments.
* Maintain the required stock of stationary.
* Update maintenance of office equipment’s such as computers & laptops.

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| **Company Name & Location** | **‘Trishul Builders Pvt. Ltd.’** |
| Designation | **‘Front Office cum Customer Care Executive’** |
| Duration | 10 months (From Dec 2009 to Sept 2010) |

**Key Responsibilities:**

* Greet customers as they arrive and ask to provide any kind of assistance.
* Manage incoming calls customer enquiries.
* Provide information on the company’s products and services.
* Assist in choosing items when prompted by the customer, and Provide product demonstrations.
* Provide information on after sales services.
* Assist in managing discrepancies and complaints.
* Manage logs and reports for product sold.
* Record and maintain customer information.
* Maintain Stock shelves.

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| **Company Name & Location** | **‘‘Precision Technical Analysis Pvt. Ltd.** |
| **Designation** | **‘Tele Executive’** |
| **Duration** | 7 months (From May 2009 to Dec 2009) |

**Key Responsibilities:**

* Advises present or prospective customers by answering incoming calls on a rotating basis; operating telephone equipment, automatic dialing systems, and other telecommunications technologies.
* Influences customers to buy or retain product or service by following a prepared script to give product reference information.
* Maintains database by entering, verifying, and backing up data.
* Maintains quality service by following organization standards.
* Explain the company product details to the client and handle their queries.
* Generate leads for sales team,for demo and co-ordinate with them.

**Educational Credentials: -**

* **B.Com. Graduate** from Mumbai University, in year 2009
* H.S.C from Pune University, in year 2004.

**Professional Skills:**

* A hard working and focussed individual with a wide range of experience in **Customers Service**.
* Thriving on **Responsibility** and always maintaining **high standards**, exceeding what is required.
* A high achiever with a **Positive** approach to life and Able to work well under pressure, as part of a team or individually.
* First-class interpersonal and Well-developed **Communication skills** with accuracy, **presentation skills** with the ability to perform above expectations.
* Understanding and skill of handling several **Challenges** and a very **high level of motivation.**

**Core Strengths:-**

Financial Management Convincing Skills

Commitment towards work Customer Service Skills

Sincerity and Self-Confidence Good team player

Quick adaptability to Challenging situations Strong Business knowledge

Tracking Budget Expenses

Strong Time Management and Priorities Management Skills

**Certification:**

* Diploma in Interior Design from INIFD, with ‘A’ Grade, from INIFD-Deccan, Pune.
* Auto-Cad Software.
* Certificate of Financial Markets (NSE) - Beginners Module Passed with - 87 %.

**Personal Details :**

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| Name | Ms. Nilima Shirish Pakhare | | |
| Date of Birth | February 21,1987 | | |
| Gender | Female | | |
| Marital Status | Single | | |
| Languages | English, Hindi, Marathi | | |
| Nationality | Indian | | |

**Hobbies&Interests:**

Reading Motivational Books, Making New Contacts, Building good relations, Visiting new places.

**Place:**

**Pune, India. Ms. Nilima S. Pakhare.**

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| **Nilima S. Pakhare – CV No 2009190**  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |