**Dipti**

**Best time of day to contact:** anytime

**E-mail:** **Dipti.348509@2freemail.com**

**Date of Birth:** 09 September 1987 **Place of Birth:** Jalgaon, India

**Gender:** Female

**Marital Status**: Unmarried

**Carrier Objective:**

To pursue a challenging career position in a reputed organization, where I can support my skills and creativity towards making a significant contribution for my growth and development within organization.

**Education:**

SSC from Pune, Maharashtra University in 2004

HSC from Pune, Maharashtra University in 2006

Degree from Mumbai, Maharashtra University in 2010

Field of Study: Bachelor of commerce

**Work Experience:**

1. **Bharat Kellkar Hospital, (One Year) as Receptionist cum cashier.**
* Experienced medical receptionist with a sensitive, caring and professional attitude toward staff, patients, and their families
* Friendly and outgoing, with a pleasant manner and phone voice
* Recorded daily vital signs in patients' medical records
* Processed receivables and serviced accounts for marketing firm
* Assisted clients in scheduling medical appointments
1. **Shipping and Logistics Processes in WNS G S, (5 Years 3 Months)**

**as Senior Associate**

* **FedEx Billing Process**

**Profile:** Preparing Invoices for various locations such as Switzerland, France and Span-Portugal

Perform Key / QC for the most of locations volume as Data Entry and Global Check thread.

* **NYK ADSL Process**

**Profile**: Tacking care of Registration

Creating live booking for various customer of Rotterdam, Le havre, Fos-sur-Mer,

Antwerp & Hamburg

Processing EDI Booking

Creating Bill of Lading for Dangerous and Reefer nature bookings

Assist customers to resolve their queries

Assist other team member to resolve various problems.

Maintaining optimum quality at 99.00%.

1. **Currently working with Data-care & Solutions as a computer operator.**

**Skills/Qualifications**

**Professional Ability:**

* Thorough knowledge in computer, including the Word, Excel and PowerPoint
* Taking care of the budgeting, training, billing and hiring
* Capability in typing fast with 45 wpm

**Professional Skill:**

* Exceptional communication skill with colleagues and other peoples
* Great inter relationship skill
* Managing the task and the time with remarkable efficiency

**Languages Known:** English, Hindi and Marathi.

Special Awards/Achievement:

* Awarded by Best performer of the month, 2014.
* Received Appreciation from management for work in crisis situation.