 **CURRICULAM VITAE**

Komal

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**Personal Information:**

Nationality : Indian

Date of Birth : 10th January1990

Language Know : English, Hindi, Marathi, Gujarati

Visa Status :Tourist visa (27th January 2018 to 25 April 2018)

**Key Strengths**

* Excellent communication skill with fluency in spoken English
* Enthusiastic and hardworking.
* Possess Positive attitude.
* Responsible towards work.
* Self-motivated and directed.
* Leadership, strong work ethic

**Worked As:**

In COUNTERY CLUB (I) PVT LTD Worked as tele caller Executive.

In M SANKALP SHOPPE MARKETING Worked as Customer services Executive.

In TV PRODUCT (I) PVT LTD Worked Customer services Executive.

In TV PRODUCT (I) PVT LTD Worked DP Coordinator.

In SHAMBHU PRASAD & SON worked as Office Assistance

In Exotic Sanitary Hardware & Pvt Ltd worked as Office Assistance cum receptionist.

In TapovansanskardhamVidhyalaya (C.B.S.E Affiliated English medium school) worked as school coordinator assistance cum receptionist.

**Work Profile:**

Worked astele caller Executive for in Country Club (I) Pvt Ltd Work Profile as Below mention:

* Use to handle all outbound
* Excellent Interpersonal, Communication& customer services skills.
* Handling Individual as well as corporate clients

Worked as Customer services Executive in M SANKALP SHOPPE MARKETING &

TV PRODUCT (I) PVT LTD Work Profile as below mention:

* Use to handle all Inbound
* Excellent Interpersonal, Communication & customer services skills.

Worked as DP Coordinator TV PRODUCT (I) PVT LTD Work Profile as below mention:

* Responsible for typing reports, Memos, Invoice bills & other correspondence & Responding Emails.
* Coordinate with company distributers & maintained stock inventory.
* Managing all the Bills, Keeping records of all the files.
* Keeping records of all the marketers

Worked as SHAMBHU PRASAD & SON worked profile as below mention:

* Use to handle all the outbound & inbound call
* Responsible to make payment for electricity bill, telephone bill, mobile bill every month an any other payment.
* Other correspondence & Responding Emails.
* Managing all the Bills, Keeping records of all the files
* Keeping records of all the Developers & builders
* Typing all the kinds of Latter, make the agreement for sale, agriculture latter, BMC agreement, undertaking BONDS.

Worked as EXOTIC SANITARY HARDWARE & PVT LTD worked profile as below mention:

* Responsible to handle the telephone enquiries.
* Responsible for all aspects of the day to day running of the filing, copying, report writing, and invoicing jobs.
* Make daily work plan of seniors with proper timing.
* Provide general information to the customers
* Manage the daily incoming of the customers.
* Responsible for managing the dealers, and suppliers.
* Responsible for managing the bill payment of suppliers.
* To check the working payment of the company.
* Placing and expediting orders, verifying receipt, stocking items, delivering supplies to work stations.
* Making travel arrangements for executives

Worked as TapovansanskardhamVidhyalaya (C.B.S.E Affiliated English medium school) worked profile as below mention:

* Used to handle inbound and outbound calls.
* Monitored program compliance with laws, rules, regulations, and policies related to provision of program services
* Planned branding events and presentations for campus.
* Maintained, developed, and managed school contacts.
* Supervised other clerical staff.
* Served as assistant to the Principal.
* Coordinated and orientation for new staff.
* Identified a range of new training opportunities for teachers, resulting in a significant increase in motivation.
* Manage both logistics and administrative tasks as they relate to school and school events and other activities.
* Serve as a primary point of contact for teachers, parents and staff members, for information and / or problem solving.
* Use to handle all the outbound & inbound call
* Responsible to make payment for electricity bill, telephone bill, mobile bill every month an any other payment.
* Other correspondence & Responding Emails.
* Handle all the other responsibilities related to the job

**EDUCATION QUALIFICATION:**

SSC PASSED from J.D.T High School (Maharashtra Board) with 51.60% during the year 2005-06

HSC PASSES from D.T.S.S Collage Of Commerce & Science (Maharashtra Board) with 50.69% during the year 2007-08

B.COM Passed From D.T.S.S Collage Of Commerce & Science (Maharashtra Board) with 61.28% during the year 2011-12

**COMPUTER SKILLS:**

Basic Knowledge In Computer

 Good IT skills Word, Excel, Email , Internet and ERP

**Declaration :**

I hereby declare that the information provided above is correct to the best of my knowledge.

Date:

(Komal).