

BIODATA**MRS. SAANVI SACHIN MESTRY**

601, 6TH FLOOR, DEVIPADA SRA BLDG., DEVIPADA,
OPP. FISH MARKET, BORIVALI (E), MUMBAI – 400 066.

CONTACT NUMBER : 7208545384
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CAREER OBJECTIVE :

SEEKING A CHALLENGING ROLE WHERE I CAN LEVERAGE MY EXPERTISE TO CONTRIBUTE AS A VALUABLE ASSET, WHILE CONTINUOUSLY LEARNING AND ENHANCING MY SKILL SET. MY GOAL IS TO DRIVE ORGANIZATIONAL GROWTH THROUGH INNOVATIVE SOLUTIONS AND STRATEGIC EXECUTION.

WORK EXPERIENCE :

WORKED FOR DATACOMP WEBTECHNOLOGY PVT. LTD. AS A COORDINATOR AND CUSTOMER SERVICE EXECUTIVE FROM SEPT 2011 TO JULY 2013

WORK DETAILS :

- PREPARING TRAINING SCHEDULE AS PER THE REQUIREMENTS
- COORDINATING THE TRAINERS REGARDING TRAININGS AND OTHER MEETINGS
- HANDLING THE CUSTOMER QUERRIES RELATED TO SOFTWARE AND TRAININGS
- MAKING SALES CALLS TO GENERAL LEADS

EDUCATION DETAILS :

EXAMINATION	BOARD / UNIVERSITY	PASSING YEAR
SSC	MAHARASHTRA	2005
HSC	MAHARASHTRA	2007
BMS (BACHELOR OF MANAGEMENT STUDIES)	MUMBAI	2010

OTHER QUALIFICATIONS :

- MS OFFICE, TALLY 7.2, INTERNET

PERSONAL DETAILS :

BIRTH DATE : 05.06.1990
 NATIONALITY : INDIAN
 MARITAL STATUS : MARRIED
 LANGUAGES READ & WRITE : ENGLISH, MARATHI AND HINDI

OTHER HOBBIES :

- READING AND TRAVELLING.

I HEREBY DECLARE THAT THE ABOVE-MENTIONED INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

PLACE : MUMBAI

DATE :

{MRS. SAANVI SACHIN MESTRY}