# Shital Bata

Room No. 203, Hari chhaya CHS. LTD., Near Adarsh Vidya Mandir,
Opp. MBMC ground, Rai Village, Bhayandar (West),
Thane - 401101, Maharashtra, India.
Mob. No. +91-90822 48457 Email Id.: bata.shital@gmail.com

- I am a Bachelor of Science graduate and have specialized in Information Technology. I would like to now start my professional career in Software industry which is related to my core area of specialization.
- **Certified with Software testing course**.
- Quick adaptability and systematic approach towards work are my assets.

## » Skills

### Technical
- Windows-07/08/10/12.
- DBMS- SQL Server, Ms-Access.
- Programming in C# & Software testing.

### Personal
- A good communicator and can act as a role-model for junior IT staff.
- Flexibility & Team Player
- Good Communication Skill.
- Hard work, Willingness to learn, Flexible and Adaptable, Enthusiastic and Committed to excellence.

## » Work Experience

**Network 18 Pvt. Ltd., Dadar (Mumbai)**
**Customer Support Executive, Nov. 2010 to Dec. 2014 (4Years & 1 month)**
- Doing verification calls for confirmation of purchasing products.
- Updating client's information in company database.
- Sending mails/daily reports to our respective branch heads.
- Basic understanding of MS-Office.

- Keeping good track on existing and new customers.

**Quikr India pvt. Ltd., Lowerparel, Mumbai (Mumbai)**
**Content Editor, 1st July 2014 to 11th Oct. 2016 (2 years & 3 months)**
- Editing enquiries, checking grammatical mistakes what we received across all India
- Updating client's information in company database.
- Sending mails/daily reports to our respective branch heads.

**Pratyin Infotech Pvt. Ltd., Bhayander, Mumbai**

**Backoffice Executive, 17th Oct. 2016 to 30th April 2018(1 year & 6 months)**

- Pulls up request using facility code on MRO i.e. Medical Records Online.
- Identifies and assigns request to the correct requester.
- Notifies requester with a request i.e. confirmation when system enables or an issue when necessary.
- Using the Action list, communicates to MRO any questions about a request or any reason that is necessary in order to aid in completing the assignment.
- Doing Quality check for all executive, also sending QC reports to the managers.

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## » Education Details
**Abhinav College**, affiliated to Mumbai University, Bhayander (East)
BSc (Information Technology) secured First Class, 2010.

**Abhinav College**, affiliated to Mumbai University, Bhayander (East)
Higher Secondary Certification secured Second Class, 2007.

**A V High School,** affiliated to Pune Board, Sindhudurg, Maharashtra.
Secondary School Certification, secured First Class, 2005.

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## » Why me?
- ✓ Honesty.
- ✓ Dedicated towards commitment.
- ✓ Dedication towards work.
- ✓ In timework.

## » Hobbies & Interests

- Singing, playing cricket.
- Listening music, Internet browsing, Watching TV.

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## » Personal Details

Full Name : Shital Chandrakant Bata

Gender : Female

Marital Status : Single

Religion : Hindu

Language Known : English, Hindi & Marathi