

Curriculum Vitae

Personal Information

Name : Prachi Prashant Gaonkar
Address : Khar East
Mumbai 400051.

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Mail Id : m.mane18@gmail.com
Gender : Female



PROFILE

2+ Years experience in
Lab Assistant/ Back office / Coordinator

POSITION DESIRED/SUITABLE

Coordinator / Back office

Career Objective

To join an interactive organization that offers me a constructive work place for communicating & interacting with customers & people

Work Experience

- Team Coordinator from Mar. 2017 – till date at Mirage Ceramics Pvt. Ltd.
- Subject Coordinator (Maths) from Jan 2016 – Mar 2017 at eSense Learning Pvt. Ltd.
- Website Editor / Lab Assistant from Oct 2013 – Sep. 2014 at Thakur College of Engineering & Technology Pvt. Ltd.

Duties & Responsibilities

MIRAGE CERAMICS PVT. LTD. Working as Team Leader

MAR 2017 – TILL DATE

- Maintain Internal \ external sales and collection report.
- Co-Ordinate with Respective Heads for sales report.
- Maintain sales people's Daily Work Data.
- Assisting and coordinating with sales team and marketing team.
- Supporting sales staff in handling and documenting customer accounts.
- Documentation and reporting to the marketing department.
- Reporting to director of the company.
- Maintaining Pan India sales and collection data.
- Training new employees.
- Supporting administrative staff.

eSENSE LEARNING PVT. LTD. Working as Subject Coordinator (Maths)

JAN 2016 – MAR 2017

- Maintaining Project status data.
- Manage outside worker for any work.
- Coordinate with team members and give them work of project with schedule.
- Schedule planning for project with date.
- Preparing MIS Report.
- Other responsibilities given as and when required.

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THAKUR COLLEGE OF ENGINEERING & TECHNOLOGY PVT. LTD. OCT 2013 – SEP 2014
Working as Website Editor

- Maintaining web site.
- Making changes in website as and when required.
- Updating website as and any new events and news coming from management.

Technical Skills

- Typing Speed 30WPM (English).
- MS OFFICE - MS WORD, MS EXCEL, MS POWER POINT.
- Web designing: HTML with CSS.

Language Skill

Firm Command over both English as well as Hindi (both **written & Spoken**) complemented by Strong technical, **verbal and written communication** skills and the ability to interact and can also speak Marathi.

Education

DEGREE	UNIVERSITY	YEAR OF PASSING	PERCENTAGE
BSc IT	Mumbai University	Apr 2012	64.19%
HSC	Maharashtra Board	Feb 2009	62.67%
SSC	Maharashtra Board	March 2007	79.69%

Personal Details

Gender : Female
Date of Birth : 18th March 1992
Hobbies : Reading, Singing
Marital Status : Married
Nationality : INDIAN

Declaration

I declare that the above information is true and can be supported with relevant documentation.

Date:

Place: Mumbai

(Prachi P. Gaonkar)