

# HINA BADOLE



## Contact

**Address:**

Plot No. 21, Kalmana,  
Old Kamptee Road Near Shani  
Mandir  
Nagpur-440026

**Phone:**

+919168710713

**Email:**

Hinabadole95454@gmail.com

## Languages

English  
Hindi  
Marathi

## Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the company. Seeking an entry-level position to begin my career in high-level professional environment.

## Skill Highlights

- Good Communication
- Strong decision maker
- Flexibility & Adaptability
- Quick Learner.
- Innovative
- Service-focused

## Education

**SSC** IN 2009 WITH 50.61%

**HSC** IN 2011 WITH 51.33%

**BBA** IN 2014 WITH 59.16% (RTMNU)

**Now Pursuing MBA 2<sup>nd</sup> Year**

## Experience

- ✓ **YSM COLLEGE** As a tele caller – 6 months
- ✓ **COMPUTER CLASS** as a data entry operator – 1 year
- ✓ **SSS INFOTECH (HR & Marketing)**- 2 months as Intern
- ✓ **KARAN KOTHARI JEWELLERS PVT. LTD**  
**ITWARI NAGPUR** - AUG 2018 to current date

I serve the company by doing following work:-

### CCTV MONITORING

- Responsible for operating and maintaining surveillance equipment.
- Watching both live and recorded video surveillance footage.
- Reporting incidents or suspicious behavior and contacting the authorities when necessary.

### RECEPTION

- Welcomes visitors by greeting them, in person or on the telephone.
- Answering or referring inquiries.
- Directs visitors by maintaining employee and department directories giving instructions.
- Counting daily customer Footfall.

## Hobbies

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Traveling.  
Listening Songs.  
And to learn new Things.

## Certifications

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MS-Office & TYPING, DTP and  
DCS

### SALES

- Selling products and schemes using solid arguments to prospective customers.
- Explaining the wide variety of products and services to educate customers.

### HR AND BACK OFFICE

- Maintaining computer system by updating and entering data
- Setting appointments and arranging meetings
- Attending visitors and interviewers.

## Achievement

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- 2nd Rank in college Level competition. (Kerala Food)
- Participate in Drama & Dance competition in Jr. College Level.
- Participate in Handwriting Competition in school level.

## Personal Details

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Father Name	:-	Nilkanth Badole
Date of Birth	:-	20-June-1994
Gender	:-	Female
Marital Status	:-	Unmarried
Nationality	:-	Indian

### Declaration:-

I hereby declare that the above said information is true the best of my knowledge.

Date :-  
Place :- **Nagpur**

Signature  
**(HINA N. BADOLE)**

