

CURRICULUM VITAE

Name : Ruchita P. Salunkhe

Email : ruchita.ghag20@gmail.com

Mobile: +91 8693852282

CAREER OBJECTIVE :

My objective is to obtain a position where my experience and education can be utilized and expanded to enjoy the challenges of meeting deadlines and lead a team successfully.

STRENGTH AND SKILLS:

Good analytical, interpersonal, communication and listening skills coupled with dedication and sincerity towards the assigned job.

QUALIFICATION:

| Course/Degree | Board / University | Year of Passing |
|---------------|--------------------|-----------------|
| S.S.C. | Maharashtra Board | 2008 |

EXTRA QUALIFICATION:

- IT Professional Course - Basic computer course (MS word, MS Excel, MS Power Point & Internet).

EXPERIENCE:

- **Employer: Arabian Enterprises (May 2017-June 2018)**

Designation: Sr. Executive Assistant for 1 Year

Work Profile:

- Making M. numbers
- Making Invoices
- Coordinating with clients and their requirement
- Organize and maintain the office filing system
- Managing Calendars and Set up meetings
- Answering phones and routing calls to the correct person or taking messages.
- Helping prepare for meetings.
- Opening, sorting and distributing incoming emails
- Managing records database.
- Organize and schedule appointments

- **Employer: Evershine Facility Management (March 2016 – April 2017)**

Designation: As Sr. Executive Assistant for 1 Year

Work Profile:

- Organizing meetings
- Keeping records
- Making Quotations
- Maintaining Employees attendance records
- Entering and maintaining clients data
- Making KYC Forms
- Online Filling forms of PF and ESIC of Employees
- Maintaining Filing System
- Maintaining Contact List
- Order Office Supplies
- Providing Information by Answering questions

- **Employer: Sparsh Hospital**

Designation: As Admin cum Receptionist for 6 Months (Aug 2015 – Feb 2016)

Work Profile:

- Welcomes patients and visitors in person or on the telephone
- Keeps patient appointments on schedule
- Responsible for keeping the reception area clean
- Receive letters, packages etc
- Keeping updated records and files
- Maintaining Staff attendance records
- collecting payments
- Maintaining and manage patient records

- **Employer: FAIR ACT Events & Exhibition Management**

Designation: As Executive Assistant for 2 Year (April 2013-June 2015)

Work Profile:

- Stall Booking For Exhibition & Conferences
- Follow-up Exhibitors for stall payment
- Follow-up for clients to book stall or Visit Exhibition
- Weekly mailing all data through Benchmark & mail Merge
- Making Data of Companies
- Reminding our managing Partner for Meetings and other Activities
- Follow-up Clients to take appointments and fix meetings with marketing Team
- Keeping updated records and files

- **Employer: SUN DIRECT (DTH)**

Designation: As CRM for 9 months (June 2012 –March 2012)

Work Profile:

- Ask questions to understand customer requirements
- Enter and update customer information in the database
- Keep records of calls and sales and note useful information
- customer follow-up
- Obtaining customer information including names and addresses
- Providing pricing details
- Follow-up technician to visit customers Place

PERSONAL PROFILE:

- Full Name: Ruchita Prasad Salunkhe
- Date of Birth: 29/08/1991
- Permanent Address: Bhavesh Plaza Ground Floor 02, near vimal Dairy lane Kashinagar Bhayandar East
- Mobile:(+91) 8693852282
- Gender : Female
- Marital Status: Married
- Nationality: Indian
- Languages Known: English, Hindi & Marathi.
- Hobbies: Travelling

DECLARATION:

I hereby declare that details furnished above are true and genuine to the best of my knowledge, no False details are stated above.

Ruchita P. Salunkhe