**CURRICULUM VITAE**

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| SEEMA M. THANGE **E-mail : s**thange9@gmail.com  **Mobile No : 9370534767 /**  **9146522891**  **Present Address :**  C/202,ShreeVinayak Apt.  Bhau Nagar, Virar west -401303  **Personal Data :**  **Date Of Birth : 19th Nov. 1977**  **Sex :** Female  **Nationality :** Indian  **Marital Status :** Married  **Language Known:** English ,Hindi  Marathi,Gujurati | |  | | --- | | **Objective :-** |   Intend to Build a career with leading corporate of Hi-Tech environment with committed & dedicated people, which will help me to explore my self fully and realize my potential. Willing to work as a key player in challenging & creative environment.   |  | | --- | | **Assets :-** |  * Effective communication skill and leadership qualities. * Highly motivated to work with a team. * Adjustable to any environment. |

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| **Personality Traits :-** |

* Optimistic
* Target Oriented.

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| **Education :-** |

* Completed F.Y. B. Com. from “Mumbai University”

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| **Other Courses :-$$$** | |
| **Operating System** | MS Windows, MS Windows XP, & ERP SOFEWARE |

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| **Special Strength :-** |

To grow with the growth of company with initiative & dynamism. Career development and growth through employment with world-class company. Continuous personal development through new skills building and learning

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| **PROFESSIONAL EXPOSURE:** |

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| **Declaration** |

* **PRESENTLY WORKING WITH INDIAN EXPRESS GROUP**

**(ON SHORT TERM PROJECT )**

* **From August'2018 To Till Date**
* **Profile : ASSISTANT TEAM LEADER & CUSTOMER SERVICE EXECUTIVE** (Checking Daily Sales Reports, Verifications of Forms and Attending all customer complaints and resolving them)
* **WORKED WITH WADHWANA HOUSING DEV. & INFRA. CO. VIRAR**
* **From April’2017 To July’2018**
* Profile: **SALES EXECUTIVE** (Looking after Pre & After Sales & Services all related to construction, CRM, Looking after Tai-up with financial institute and many more, working with ERP Software)
* **WORKED WITH AGARWAL GROUP, VIRAR**
* **From April 2009 to June 2015**
* Profile: **SR. MANAGER** (Looking after Pre &After Sales & Services all related to construction, CRM, Managing Training to other sales executive. Looking after Tai-up with financial institute and many more..)
* **WORKED WITH AXIS SALES LTD (100% Subsidiary of AXIS BANK LTD), MARINE LINES, MUMBAI**
* **From June 2008 to March 2009**
* Profile: **BUSINESS EXECUTIVE** (To attend Walk in Customer for Credit Card, to visit Corporate Offices for Credit Cards**.**)
* **WORKED WITH SUPREET DATA PROCESS PVT. LTD., BANDRA (DST OF BARCLAYS BANK)**
* **From Oct. 2007 to May 2008**
* Profile :**ASSISTANT TEAM MANAGER** (Checking Daily Sales Reports and Arrange Meetings.)
* **WORKED WITH MONEY EXPOERT,MUMBAI**
* **From June 2002 to April 2007**
* **Profile : FRONT DESK EXECUTIVE AND OFFICE ASSISTANCE**

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| * + **Area of Exposure :-** |

Credit Cards & Customer Service

Construction work

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Place :Virar

Date :

**(Seema Mandar Thange)**