**Curricular Vita**

**Name** : Priyanka Pradip Jadhav.

**Permanent Address**: ‘Baswant Market’,

Near Gram - Panchyat,Old Agra Road,

Pimpalgaon (Baswant), Dist: Nashik.

**Temporary Address**: ‘Sarathi Apartment’,

Near Banjara Hotel, Mahatma Nagar, Nashik.

**Contact No: 9881251432, 8208269018.**

**Emil Id:** [priyankajdhv100@gmail.com](mailto:priyankajdhv100@gmail.com)

**Objective**

To excel in my area of activity by taking up challenging assignments, developing skills by maintaining a learning attitude and contribute to growth of organization by using skills & knowledge.

**Educational Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination** | **Name of School / College** | **University** | **Percentage** | **Year of Passing** |
| SSC | GES’s H.A.L. High School, Ozar Mig., Dist:- Nashik. | State Board | 74.26 % | 2006 |
| HSC | K.K. Wagh College, Pimpalgaon (B). Dist:- Nashik | State Board | 62.14 % | 2008 |
| BCS | K. K. Wagh College, Nashik. | Pune | 51.52 % | 2011 |
| MCA [Engg.] | K.K.W. I. E.E.R. Panchavati, Nashik. | Pune | 54.00 % | 2016 |

**Experience**

1. **Company: Wisdom IT Solutions** (From May 2016 to April 2017)

**Designation**: Sales Executive.

**Role**: Office Assistance, Telephonic Sales.

**Duration**: **1 Year**

* **Office Assistance & Sales**.
* Maintaining Call reports, making presentations, updating daily customer sheets.
* Undertake the tasks of receiving calls, take messages and correspondence.
* Maintain call details, handle telephonic requests and queries.

1. **Company:** **Enoss (India) Pvt. Ltd.** (From July 2017 to June 2018)

**Designation**: Admin

**Role**: Back Office Administration.

**Duration**: **1 Year**

* **Office Administration**
* Develop and carry out an efficient documentation and filling system.
* Call the Dealers/Suppliers & Customers, making cash vouchers.
* Visiting bank for withdrawal & deposition of cash.

1. **Company**: **Kshatriya Enterprises** (From July 2018 to January 2018)

**Designation**: Sales Executive.

**Role**: Office Assistance, Telephonic Sales.

**Duration**: **07** **Months**

* **Office Assistance & Sales**
* Pitching New Clients, Sending Information
* Maintain call details, handle telephonic requests and queries.
* Handling the Back-End of CMS Software.

1. **Company**: **Sunraysia Elixir Pvt. Ltd.** (From February 2019 to August 2019)

**Designation**: Sales Executive.

**Role**: Office Assistance, Telephonic Sales.

**Duration**: **06 Months**

* **Sales Executive**
* Co-ordination with old parties for maintaining business.
* Maintain call details, handle telephonic requests and queries.
* Handling the “Indiamart” and “Facebook Page” for new business.
* **Technical Skill**
* **Operating System -** Windows 98, Windows XP, Windows 7.
* **Database system -** MS-Access, SQL, MySQL.
* **Web Designing -** HTML, DHTML, PHP.

**Projects -**

1. I have completed the Project on “Hotel Management System”, in SY BCS.
2. I worked on Project on the “Setu Karyalaya Management System” in TY BCS.
3. I have done project named “Gas Agency” by using Java, in SY MCA.
4. I worked on the project “Cloud Computing Using Secret Sharing Algorithm” in TY MCA.

**Area of Interest**

* Office Administration
* Management

**Personal Details**

**Date of Birth** : 10 Jan 1991.

**Marital** : Unmarried.

**Nationality** : Indian.

**Languages**  : Marathi, Hindi, English, Marwari.

**Hobbies** : Reading Newspaper.

**Strengths**

Punctual, Curious, Self-Disciplined.

Place: Nashik

Date: / / 2019

**(Priyanka Pradip Jadhav)**