

Curriculum Vitae

Mrs .Shraddha Vaibhav Tile
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Career Objective

A career, that is creative, challenging and interesting. A job that gives me opportunities to work at the leading edge of technologies, to learn, to innovate and to feel the satisfaction of success.

Work Summary

Worked as a Phonics teacher and Administrative in Brainstrom International phonics institute.

Job Responsibilities: -

- Conducting phonics and grammar batches for Jr. Kg to 2nd Std.
- Preparation of Yearly syllabus for the above std's.
- Interaction with parents whenever required to achieve the motive of the kid and for parent satisfaction.

Achievements:-

Received best teacher award internally by the management.

Work Summary

Worked with Transvision Business Solutions as Team Leader (Back Office).

It is an Airtel Outbound Sales call center.

Work Summary

Looking after the activations of the customer number from Prepaid to Postpaid.

Job Responsibilities:-

- Was responsible for end to end back office work of each and every forms which were logged in by the telecallers.
- Share the report of daily activations with the management on daily basis.
- I was given a team of 5 agents which report in to me. Use to share the daily updates with the team.
- Was responsible for the wrong activations of plans so need to check each and every activity carefully.

- To audit the documents which has been submitted by the customer for activations.

Achievements

Looking at the performance in Back office been awarded as the best team leader for 3 consecutive months by the clients.

Work Summary

Worked with IBM Daksh LTD as an Advisor for Back end Process

Job Responsibilities:-

- I was working for Athena which was a healthcare process (U.S based)
- Was responsible for proper claim for the customer.

Work Summary

Worked in VN Engineering as Admin Executive

Job Responsibilities:-

- Taking inbound calls.
- Maintaining daily and monthly expenses.
- Preparing monthly profit and loss reports.

Academic Profile

Qualification	PASSING YEAR	BOARD
S.S.C	2004-05	MAHARASHTRA BOARD
H.S.C	2006-07	PUNE UNIVERSITY
B.Com	2008-09	PUNE UNIVERSITY

Skill and Abilities

- Computer Literate
- Flexible nature
- Optimistic
- Highly Motivated
- Patience
- Have ability to understand human nature during interactions

Technical Skills

- Operating Systems: Windows 98/XP, MS Dos
- MS Office: Excel, PowerPoint, Word
- Well versed with Internet Use

Languages Known

Marathi, English, Hindi.

Hobbies:

Listening Music, Making Friends

Personal Details

Date of Birth	:	27 TH May,1988
Nationality	:	Indian.
Marital Status	:	Married.

Shraddha V. Tile