Curriculum Vitae

Name: Joshila Kailash Banarji

Address: Kumar park housing Society, flat no.14-D, Bibwewadi Kondhwa road, Pune-37

Email: amitomakebhalobasi@gmail.com

Contact no: 7020147597, 9422025791

Professional Goals:

Seeking a growth oriented position and obtaining a respectable, Purposeful & a fruitful

career.

Computer Skills:

Microsoft Office, Internet Savvy, Emailing & Chat Process, word, excel and PowerPoint and good presentation skills.

Education Qualifications (Academics):

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| --- | --- | --- |
| Examination | University /Board | Year of passing |
| Matric | Don Bosco | 1994-1995 |
| H.S.C. (12th) | Ness Wadia | 1996-1997 |
| B.COM | Ness Wadia | 1997-2000 |
| Post Graduate in Foreign Trade | University of Pune | 2002-2004 |

Work Experience:

|  |  |  |  |
| --- | --- | --- | --- |
| Sr.no | Designation | Name of the Company | Duration |
| 1 | Customer Support Associate | Planet-M  Times of India, Pune | 2006-2010 |
| 2 | Public Relation Officer | Satyanand Hospital, Pune | 1 sept.2010 to 11th Aug.2012 |
| 3 | Medical Transcriptionist | M-Modal Global Services | 2013 to 2015 |
| 4 | Travel Sales Consultant  (Airline Captive Process Calling) BPO | Protocol Solutions private Limited (BPO) | 2016 March to Sept 2016 Company Operations shut down |
| 5 | Executive Customer Management  (Back Office) (Pilot project) | Hinduja Global International Services,Pune | From 27th Oct to 10th Feb 2016 |
| 6 | Office Assistant( Contract basis)  Govt. of India | National Project Implementation Unit, Jasola vihar, Delhi.  Ministry of MHRD, (Govt. of India) | From Nov.2017 till date |

Responsibilities and tasks undertaken:

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| --- | --- | --- | --- |
| Sr.no | Designation | Name of the Company | Key Skills |
| 1 | Customer Support Associate | *Planet-M*  *( A times retail limited)* | Branding, Supervising, In-house store management, Store keeping, purchase, accounting |
| 2 | Public Relation Officer | Satyanand Hospital, Pune | Public relations,  Branding, promotions, admin and general Operations. |
| 3 | Medical Transcriptionist | M-Modal Global Services | Transcribing medical files for US based hospitals, as per American Association of Medical Transcriptions |
| 4 | Travel Sales Consultant  (Airline Captive Process Calling) BPO | Protocol Solutions private Limited (BPO) | Airline booking travel Consultants |
| 5 | Executive Customer Management  (Back Office) (Pilot project) | Hinduja Global International Services,Pune | Worked in back office at STW Process like GISST, Teco using SAP. |
| 6 | Office Assistant( Contract basis)  Govt. of India | National Project Implementation Unit, Jasola vihar, Delhi.  Ministry of MHRD, (Govt. of India) | Office management, Correspondence,  filing, arrangement of appointments,  Regular updating, Preparing notes, Email drafting, English typing, and arranging travel for officers and negotiate with other departments, and book keeping and file records. Institutional finance for institutions and micro-financing for rural development of educational vocational training and skill development for underprivileged and EWS sector of society. |

Personal Details:

Name: Joshila Kailash Banarji

Languages Known: English, Hindi, Bengali, Marathi, and German.

Hobbies: Listening to music, watching TV and movies, and meeting new people.

Special Subjects in B.Com:

Secretarial Practice and Company Management and Entrepreneurship.

All the above facts are true to my Knowledge. If given an Opportunity I will work with utmost sincerity and honesty and work for the growth of your Organization.

Thanking you in anticipation

Regards

(Joshila Kailash Banarji)