

Curriculum vitae

Deepali Dasharth Sable

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DOB : 19 Sep 1985.

Objective

- To explore prospective markets for opportunities to create additional business avenues for the organization, pursuing growth of organization simultaneously with career development.
- To have a long career and gain further skills and attain the goal of the organization aiming at mutual growth.

Professional Experience

(4 Year 3 month)

Softcom Consultant – 6 Months

Designation: Assistant

Job Profile

- Database Work

Bajaj Allianz Life Insurance Co Ltd – 6 Months

Department- Business Procurement

Designation: CSR (Customer Service Representative)

Industry : Insurance

Total Experience: 4 Months

Job Profile

- Quality Control of Login
- Uploading & Process the data in system.
- Co-Operating System
- Scanning Operating System
- Quality Control Of Data Entry.
- Also Doing Work In Outlook

Tyco Company – 6 Months

Designation: Assistant

Job Profile

- Database Work

HBL Pvt Ltd – 2 Years

Designation: Tele Caller in insurance

Job Profile

- Database Work
- Introduction- Give introduction about the company.
- Description of the product- Briefly describe about the product.
- Price details of product- Describe all the price details related to product
- The value and features of the product- Discuss all the features of the product and if there is any incentives or any special packages available for the product.
- How to order the product- Brief how to order the product.

Serco Pvt Ltd – Working last 9 months

Designation: Assistance

Job Profile

- Database Work in Billing.

Presently Associated

Manoj Distributors

Designation: Accountant

Job Profile Database Work in Billing.

Education

Name of the course	Name of the organization	Course duration	Marks/Rank
M Com	Pune University (Pune , Maharashtra)	2010	Second Higher Class
B Com	Pune University (Pune , Maharashtra)	2007	Second Class
H.S.C.	N S B High School Pune	2003	First Class
S. S. C	N S B High School Pun	2001	Second Class

Strength

- Good interpersonal skills
- Good team work.

- Ability to work under pressure with maximum efficiency
- Co-operative, motivated.
- Ambitious, creative.

Computer Proficiency

- Microsoft Office.
- Microsoft Excel, power point.
- MSCIT with
- Tally ERP 9

Languages Known

- English
- Hindi
- Marathi

I hereby declare that the above mentioned information is true to the best of my knowledge.

Signature:

Deepali Sable