

# Swati Ghandade.

Citizenship : Indian ▪ Date of birth : **01.02.1997**

Flat No.2204,Pratap Nagar SRA CHS ,Near Varna Bekary ,Kurar Village Malad (E),Mumbai - 400097

## Contact

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swatighandade123@gmail.com

I am seeking a position within the Project Management department, To work in the environment conducive growth, where I can utilize my skills to the optimum.

## SKILLS SUMMARY

- Ability to work with minimum instructions from senior management.
- Willingness to accepts additional responsibility.
- Collaborate with internal team members.
- Eager to learn new things to enhance knowledge.

CAREER GLIMPSE: -Total 5+ years of experience.

## Senior Executive – Justdial..

- Sourcing the latest images on Jd app from website, FB,insta, Google or any social media. Prepare MIS report at end of the day.
- Collaborate with internal team members to collect the information.

## BACK OFFICE CO ORDINATOR - RULOANS DISTRUBUTION SERVICES PVT LTD

- ▣ Credit card verifications
- ▣ Attending client queries
- ▣ Preparations of Daily MIS

## SANJEEVANI HOSPITAL

- Receptionist
- Back office & mediclaim department

## SHREE BALAHANUMAN HOSPITAL

- Receptionist
- Back office & mediclaim department

## Academic Qualification:

- ▣ Passed S.S.C in March, Mumbai board.
- ▣ Passed H.S.C in March, Mumbai board.
- ▣ Passed T.Y.B.Com in March Mumbai University.

## Computer Awareness:

Good working knowledge in Microsoft Operating Systems and applications like Excel knowledge, Internet and e-mail. MS-CIT Complete.

## Other Details:

- ▣ Marital Status – Single
- ▣ Hobby – Reading, Dance
- ▣ Language – , Hindi English, Marathi

Date:

Signature: