***CURRICULUM - VITAE***

***Mrs. Tanvi Siddharth Dhond.***

**Mobile : +918097197973 / +918850659914**

**Email:**[**tanvisamant19@gmail.com**](mailto:tanvisamant19@gmail.com)

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***Objective:***

To Work in a challenging environment where I can apply my Knowledge, acquire new skills and build a successful career thereby contributing to the organization’s growth and Profit.

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**Work Experience:**

*Company Name :* Camozzi India Pvt. Ltd.

*Designation* : Office Assistant.

*Period* : 15th Nov 2013 to 31st Mar 2020

Industry : Pneumatics & Industrial Automation

***Job Description***

* Follow up and feedback with key customers
* Resolving customer query on pricing and dispatch of goods.
* Booking of for new Enquiries
* Follow up with customer for overdue amounts
* Sending Offers and Proforma Invoices to the customer
* Co-ordinate with our production team & our sales support team to manage schedule dispatches
* Follow up for C Form
* Continuous Interaction with Authorized dealers
* Tracking of Dispatch goods and delivery and reporting to respective stakeholders.
* Documentation and keeping record of invoices and C form as per Company policy
* Supported booking of new customer and also acted as admin for sales team for booking calendar and meeting with Client.
* Continuous follow up with Client/Dealer on fixing query and documenting their feedback.
* Admin task for Sales and other department which includes travel booking, assisting in filling T&E and others
* Booking of meeting on behalf of sales team.

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*Company Name*: Sachin Dhuri Surveyor

*Designation : Office Administrator*

*Period* : *1st Oct 2010 to 14th Nov 2013.*

*Industry : Surveyor consultant*

***Job Description***

* Provide single point support to surveyor, customer & other involving parties.
* Supported customer enquiry, check survey status, information sharing with customer.
* Prepare & verify quotation on the basis of survey description and liability against the quotation/ price list
* Resolving customer on any discrepancy in the survey PO/ request and get the PO/ request amended
* Co-Ordinate on quotation & prepare invoice after survey report.
* Follow up with insurance company & involving parties
* Calculate and follow up on liabilities
* Follow up with customer for overdue amounts
* Preparing and documenting necessary paper work for Audit purpose.

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*Company Name* : The Sararswat Co.Op. Bank Ltd.

Designation : Temporary Clerk

Period : 23rd Sept 2008 to 30th Jan 2009

*Industry : Banking*

***Job Description***

* Communicating with and coordinate with customers for account opening & other bank related enquiries.
* Coordinating with other branches for clearances & other information.
* Maintaining customer data base
* Doing system entries of daily (various) bank related activities
* Taking care of marketing activities of new schemes introduces by bank
* Getting new customers by making phone calls/by having meeting based on information received from bank marketing department

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**ACADEMIC RECORDS**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Year of  Passing | University / Boards  Exam Passed | Institution |
| B.COM | 2008 | Mumbai | Vartak College, Vasai |
| HSC | 2003 | Mumbai | Vartak College, Vasai |
| SSC | 2001 | Maharashtra | K.G.High School, Agashi. |

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***CERTIFICATION***

* Knowledge of Microsoft Outlook
* Government Certificate Course in Computer Operations with M.S. Office.
* Maharashtra State Certificate in Information Technology (MSCIT)
* Tally Graduate Course in 6.3 & Tally 9.
* Accounts Assistant Course from Gandhi Institute.

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**Personal Details:**

Permanent Address : B-104, Yashraj Primo, Opp-Namo Vihar Handewadi Road,

Hadapsar, Pune-411028

Maharashtra, India.

Date of Birth : 19th May. 1986.

Marital Status : Married

Religion : Hindu.

Nationality : Indian.

Language Known : Marathi, Hindi & English.

Hobby : Cooking, Listening Music, Watching TV.

**Declaration:**

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

Date:

**Signature**

**( Tanvi Siddharth Dhond )**