

# CURRICULUM VITAE

## MRS. MINAL DHAWDE.

701 Shirish CHS, Bldg. No.7,

Amrapali Arcade,

Vasant Vihar,

Thane (West) 400610.

**Ph 9769858534**

**Email:** [minal.dhawde@yahoo.co.in](mailto:minal.dhawde@yahoo.co.in)

### Objective

A Growth Oriented Position in Progressive Company Where my Skills are effectively utilized to improve operation & Contribute to the Organization's Success.

### Personal Profile

**Name** : Minal A. Dhawde-Kadam.  
**Marital status** : Married.  
**Languages Known** : Marathi, Hindi, English.  
**Hobbies** : Reading books, Listening music, Watching Movies, Photography.

### Academic Qualifications

Qualification	Name of the University / Board	Year of passing	% Obtained
B. Com.	MUMBAI University	2005-2006	58%
H.S.C.	M.S.B.S.H.S.E.	2002-2003	50%
S.S.C.	M.S.B.S.H.S.E.	2000-2001	51.20%

### Other Qualifications

- **Efficient Internet Operation & MS-Office Operating knowledge**
- **MS Word, MS Excel and MS Power Point**
- **Microsoft Outlook**
- **Tally 7.2**

## **WORK EXPERIENCE:**

### **Arya Global Management Pvt. Ltd.**

- Worked with Arya Global Management Pvt. Ltd from May 2018 to till date.

#### **Designation: (Office Assistant and Admin work)**

- Office administration work.
- Weekly Overview preparation and updation in PPT's.
- Monthly Syllabus update in Excel.
- Office maintenance work.
- Staff Attendance update monthly.
- Housekeeping staff manage.
- Printing Worksheets and dispatch.
- Filing, Lamination & Scanning work.
- Stationary stock check
- Inward and Outward prepare
- Browsing Email

### **Vodafone India Ltd.**

- Worked with Vodafone India Ltd. As a cashier from December 2013 to July 2015.

#### **Designation: Cashier**

- Doing money transactions through cash and cards.
- Making Prepaid recharges.
- New Postpaid, Prepaid and Number portable (MNP) sim card issuing.
- Bill Payment.
- M-Pesa connection work.
- Stock in and Stock out of Handset, Dongle, Mi-Fi and Other Accessories.
- Filing and documentation records.
- Sim replacement worked in CRM.

### **Kalkaam Mining And Logistic Pvt. Ltd.**

- Worked with Kalkaam Mining and Logistic Pvt. Ltd. as a Computer operator & cashier from June 2010 to November 2013.

#### **Designation: Computer Operator, Cashier**

- Taking Cash, Cheque payments.
- New customers forms collection.
- Printing Certificates and renewals.
- Data updating in CRM.

- Issuing renewals.
- Sending and receiving emails.
- Excel data work.
- Attendance prepare.
- Stationary check.

**Words Infocom Pvt. Ltd.**

- Worked with Words Infocom Pvt. Ltd.. as a Time Coder from Jan 2007 to June 2010

**Designation: Time Coder (Subtitler)**

- Time-coding (Subtitling) to movies & T.V. serials.
  - Worked on CRM.
  - Chapter Marks (Summary) for full movies.
  - Data Work in excel.
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Dear,  
Sir /Madam,

If given the opportunity, I will take the job with a great sense of responsibility Enjoy the challenges of new situations & expect to make a positive contribution In the position you will post me.

**Date:**

**Place:** Mumbai

**Signature.**

**MRS. Minal Dhawde.**