

PRAJKTA KHAPRE

Address : golibar square , near Deep electronics

City : Nagpur

State : Maharashtra

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CAREER SUMMARY

To work on a challenging job profile which provides an opportunity to enhance technical skills and knowledge. Providing executive level support to clients, seeking a position with a dynamic organisation where I can learn as well as contribute to the growth of the organisation with adaptable personality to fulfil the company needs.

PROFESSIONAL EXPERIENCE

INTERNATIONAL PROCESS

- **Spray Tech (Mumbai) - 1 year**

Duration: July 2017 to July 2018

Designation- trainee

Roles and Responsibilities- assist senior engineer and handling client queries

Salary - 17k

- **Team Myriads (Nagpur) - 9 months,**

Duration: September 2018 to may 2019

Designation- sales executive

Roles and responsibilities- Sales

Salary - 19k

- **Tech Mahindra (Pune) - 6 months,**

Duration: July 2019 to December 2019

Designation- customer service representative

Roles and Responsibilities- Migration and sales

Salary - 30k

- **Vodafone (Pune) - 9 months,**

Duration: February 2020 to November 2020

Designation- Customer service executive

Roles and Responsibilities- tech support

Salary - 42k

- **Wipro (Pune) - 4 months**

Duration: August 2021 to December 2021

Designation- Administrator

Roles and Responsibilities- applications handling

Salary - 55k

- **QuillBot - Present (1 year +)**

Designation- customer success

Roles and responsibilities-handling client fund issue

Salary - 12LPA

EDUCATION

SSC in 2010

- From Maharashtra State Board of Secondary and Higher Secondary education. Got 72% in overall average score.

Diploma in mechanical engineering in 2013

- From Government Polytechnic and Achieved 75% score.

Mechanical engineering - Dropped in 7th semester 2016 because of the financial problems.

SKILLS

- Knowledge of Oracle, Seibel CRM , Office 365 and AD
- Excellent communication skills, and ability to present complex information in an easy to understand format.

- Excellent problem solving, critical thinking.
- Profound ability to work in a fast-paced environment.
- Customer relationship management
- Delivering target
- Good team worker , hardworking , sincere, punctual and creative

ACHIEVEMENTS

- **First prize** - Winner in Treasure Hunt, Igneous, pace 2015
- **Top performer**- was awarded in Tech Mahindra as a Top performer of the month in Quality and communication
- **Performer of the week** - Was awarded twice in Vodafone for getting appreciation mail from the clients

PROJECTS

- **Hybrid car (regenerative braking)** - The electric motor applies resistance to the drivetrain causing the wheels to slow down in return the energy from the wheels turns the motor, which functions as a generator, converting energy normally wasted during costing and braking into electricity, which is stored in battery until needed by the electric motor.

OTHER DETAILS

- **Date of birth** - 13/4/1995
- **Marital status** - single
- **Father's name** - Bhaskar khapre
- **Mother's name** - Rajani khapre
- **Languages** - English, Hindi, Marathi

INTERESTS

- Travelling
- Learning
- Driving
- Dancing
- Exploring things