

Contact

9833771287
chandanaredij@gmail.com

Skills

Communication (written and verbal)
Filing / paper management.
Organization and planning
Prioritization and problem-solving.
equipement handling

IT Skills

Ms Excel
MS Word

Courses & Certifications

MS – CIT
Typing

Chandana Kadam

Executive | Thane

8+ Years of Experience based in Thane

Experience

Team Computers

Executive
Jul 2017 – Present

Book meetings and schedule events, Order office stationery and supplies,Maintain internal databases,Submit expense reports,Keep employee records (physical and digital),Maintain a filing system for data on customers and external partners,Distribute incoming and outgoing mail, Answer and redirect phone callsMake travel arrangements

Trimax It Infrastructure Services Limited

Helpdesk Coordinator
Jun 2014 – May 2017

Education

Bachelor of Commerce (B.Com)

Commerce
Mumbai University
2011

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Commerce
Mumbai University
2011