

## **PERSONAL DETAILS**

<b>Name</b>	<b>Mrs. Raveena Mahesh Notani</b>
<b>Address</b>	Flat No-603, Himalaya-A-Wing, Dipti Sky City, Near Om Sai Tower, Old Ambernath, Parle Village , Ambernath-East-421501.
<b>Contact No</b>	7666565613
<b>Email</b>	<a href="mailto:raveenanotani13@gmail.com">raveenanotani13@gmail.com</a> , <a href="mailto:raveena_notani@yahoo.co.in">raveena_notani@yahoo.co.in</a>
<b>Hobbies</b>	Singing , Books Reading (Job is My Passion).
<b>Date of Birth</b>	<b>20<sup>th</sup> Nov 1987.</b>
<b>Marital Status</b>	<b>Married</b>
<b>Languages Known</b>	English, Hindi, Marathi, Sindhi (Reading, Writing & Speaking).

## **EDUCATION & COMPUTER COURSE DETAILS**

<b>FY .B.COM</b>	<b>CHM College-Ulhasnagar, Nashik University in September-2009.</b>
<b>COURSES DONE</b>	<b>MS Word, MS Excel. TALLY Basic, OFFICE” &amp; ERP Software.TALLY ERP 9.</b>

**WORK EXPERIENCE DETAILS**

**COMPANY**

**GBK Group (Ambernath-East)**

**DURATION**

**From Feb-2018 To Present**

**DESIGNATION**

**Back Office Executive**

**WORK ROFILE**

**Worked in Software daily data Entries**

- a) Draft Agreement,**
- b) Demand Letter & Noc**
- c) Follow up With Customers For Payments**
- d) Collection Sheet Maintain**
- e) Making Possession Letter**
- f) Co-ordinate With Sales Team & Site Supervisors**
- g) Daily Outstanding Maintain**
- h) Feedback calls**
- i) Making Commitment Letter & Allotment Letters**
- j) Follow-up with Bankers About Customers Sanction & Disbursement**
- k) Meeting With Bankers About APF**
- l) After Booking till Possession all Process ETC.**

**COMPANY**

**Panvelkar Group (Ambernath-East)**

**DURATION**

**2 Year & 4 Months (From Sept-2016 to Jan-2018).**

**DESIGNATION**

**Back Office Executive**

**WORK ROFILE**

**Worked on TALLY Daily Cheque Entries**

- (a) Draft Agreement,**
- (b) Demand Letter & Noc**
- (c) Followp up With Customers For Payments**
- (d) Collection Sheet Maintain**
- (e) Making Possesion Letter**
- (f) Co-ordinate With Sales Team & Site Supervisors**
- (g) Daily Outstanding Maintain**
- (h) Feedback calls**
- (i) Making Commitment Letter & Allotment Letters**
- (j) Followw-up with Bankers About Customers Santion & Disbursement**
- (k) Meeting With Bankers About APF**
- (l) ETC.**

**(RAVEENA M NOTANI)**