

RESUME

Personal Details

- * Name: Kalyani Pradip Ahire
- * Date of Birth: 05 September 1997
- * Marital Status: Married
- * Nationality: Indian
- * Languages Known: English, Marathi and Hindi
- * Email ID: ahirekp1997@gamil.com
- * Mobile No.: 8605024962

Job Objectives

Seeking a challenging position in Organization where my skills and knowledge can be best utilized and where I can turn my knowledge and skill into value in becoming an asset for the company.

Summary of skills

- * Excellent interpersonal skills, highly motivated, self-starter, and driven for success.
- * Good exposure to the back office profile with work experience in the field of Finance.
- * Able to manage own work load.
- * Committed approach to team work
- * Results oriented and organized.
- * Keying of data accurately and timely.
- * Ability to work effectively and proactively, both independently and as part of team.
- * Strong communication (both written and verbal).
- * Good Knowledge of MS office.
- * Proficient in use of computer
- * English & Marathi Typing Speed 30wps.

Professional Experience

1) TBSS

* 4 Year experience in TBSS as a TSA

2) MSEDCL OFFICE

* 1 year experience in MSEDCL Office as a account in billing head

3) WNS Global service ltd - Senior Associate

Domain: Shipping and Logistics – Export Documentation

Job Responsibilities

- * Shipping documentation
- * Requesting SI to Customer
- * Creating bill of lading
- * Sending draft to customer for validation
- * Sending shipping confirmation to customer
- * Response to questions, concern with highest degree of professionalism
- * Sending quotation to customer
- * Sending selling confirmation to customer
- * Sending haj-mat entries

Educational Qualification

- * M.com in Pune University - 50%
- * B.com in Pune University - 69.75%
- * HSC in Maharashtra state board - 77.38%
- * SSC in Maharashtra state board – 76.40%

Other courses

- * MS-CIT
- * TALLY
- * MS-EXCEL

Declaration

I hereby declare that all above mentioned information is in accordance
With fact or truth up to my knowledge and I bear the responsibilities for the
Correctness of the above mentioned particulars.

Place: Nashik

Kalyani Ahire