Mrs. NAMITA NITIN KOLTE (VYOMA ADWAIT DHURI)
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SUMMARY:

A Commerce Graduate with 9 years experience working in diverse fields such as a Back Officer (Radhakrishna Co-op Bank, Ratnagiri), a Customer Service Executive (IIFL - India Infoline Finance Ltd, Ratnagiri) and as a Front Desk Executive at Podar International School (PIS Pimpri) having worked previously at PIS Kolhapur and PIS Ratnagiri.

EXPERIENCE:

1
st June 2021 to
Present
Front Desk Executive, Podar International School, (ICSE) Pimpri, Pune.
• First point of contact in the premises for parents and others.
• Managing the telephone message system
• Proactively responding to the inquires for the purpose of referrals and direction as required
• To contact parents for communicating messages of emergency.
• Maintain, sorting and distributing letters/couriers/post for school
• To assist the Admin Office of school as and when required and instructed by authorities.
• Maintaining Inward/outward GR register and Attendance Muster
• Maintain student information file, circular file, news file, new admission enquiry file, leave application file
• Maintain daily student calling register, Student Gate pass, staff gate pass book, Material Gate pass book.
• Handling Saral Data Software, VAMS Software, School Management Software and LSQ software.

April 2018 to
May 2021
Front Desk executive, Podar International School, (CBSE) Ratnagiri
• Duties and responsibilities same as above.
• Transferred to the PIS Pimpri in June 2021.

April 2017 to
March 2018
Front Desk executive, Podar International School,CBSE Kolhapur.
• Duties and responsibilities same as above.
• Transferred to the PIS Ratnagiri in April 2018.

Oct 2011 to
Jan 2013
Back Officer/CSE, India Infoline Finance LTD (IIFL).
• Maintaining entire back office work related to Gold department which included maintaining KYC Verification, Loan documents And Gold Valuation.