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| **NAMRATA P CHOUGULE**  **Mobile No: 9920580555**  **E-Mail**: [namratachougule@gmail.com](mailto:steveaustin1.2007@rediffmail.com)  **Address: Room No.175, Sattkarya Chawl , Mukund Nagar, Cross Road, Bandra Link Road – Mumbai 400 01.** |

**OBJECTIVES**

Seeking excellence in the chosen professional field through self motivation, hard work and argumentation of core skills requires for effectively delivering the foods. Believe strongly in the concept of work through positive motivation. The career planning consists of effective implementation of given task and responsibility.

**SCHOLASTICS**

**B. Com Dr. Ambedkar College of Commerce, Mumbai 2008**

**HSC Shri Bansidar School & Jounier College of Commerce, Mumbai 2005**

**SSC Sadhana Vidhyalaya School, Mumbai 2002**

**IT CREDENTIALS**

* Well versed with windows, including Microsoft Word, Excel, E-Mail & Internet
* Typing 30 Words Per Minutes.
* SAP Knowledge

**JOB EXPERIENCE**

Organization : **Future Group - Mumbai**

Duration : Feb-2009 till date

Designation : Administration Executive

**Administrative Activities for West Zone (Maharashtra, Mumbai & Madhya Pradesh)**

* ***Administration :***

Follow up the visiting card, id cards, access card as per the employee requirement. Maintaining office stationery and placing order as per requirement Taking care of pantry, stationery and house-keeping (on a daily basis), pest control, and any other services

Maintaining monthly Administrative expense MIS reports for office & all West Zone stores.

* ***Housekeeping & Security:***

Management of administrative support staff including Security, Housekeeping and supervision for Security & Housekeeping related work.

* ***Vendor Management:***

Vendor management -On time delivery of services, accurate & timely payments

Payment related query/ Bills/ Contracts.

Process the bill payment for Housekeeping, Security, Printing & Stationery, Water Charges, Pest Control, Courier and other expense payment for West Zone.

Identification of vendors on the basis of rates, service, & quality.

Regular interaction with external vendors to ensure that they meet agreed norms for smooth operations.

Vendors reconciliation.

Managing day to day office services like bill payment etc.

* ***AMCs Management***

Event Management- Conferences, Meets, Outings, Celebrations of Various Festivals / Occasions

Follow up the enquiries through phone/ email/ correspondence.

Maintaining database incoming / outgoing- couriers / letters / mail and material.

Administration related filling work & maintaining the database of contact list of employees/ vendors.

Handling other administrative work from day to day activities (as and when requirements arise).

Handling maintenance of office Infrastructure and timely renewal of AMC.

* ***Travel and Hotel management:***

Travel & Hotel Booking (Ticket Booking/ Visa/ Forex/ Travel Insurance/cab booking)

Travel related payment follow up with employees on regular basis.

**JOB EXPERIENCE**

Organization : **Magus**

Duration : Years 8 Month

Designation : Telemarketing Executive- (Times of India)

* Creating MIS report on daily basis.
* Taking booking for news in Times of India.

**JOB EXPERIENCE**

Organization : **Toyota**

Duration : Years 6 Month

Designation : CSD / Telemarketing Executive

* Taking Vehicle appointments & reminder calls to customer for regular vehicle service.
* Creating MIS report on weekly basis.
* Handling / resolved Customer query

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**JOB EXPERIENCE**

Organization : **Space Computer Institute**

Duration : Years 1 Year

Designation : Receptionist cum Office Assistance

* Maintaining account and fees collection & also maintaining files of student.
* Attendance management & Administration.
* Daily enquiry for new student.

**POSITIVE VIRTUES**

* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Highly **trustworthy, discreet and ethical.**
* **Team Facilitator.**
* Possess an **innovative spirit** and drive to take **challenges** ahead.

**STRENGTHS**

* Analytical Skills
* Effective decision maker
* Ability to analyze & observe
* Good initiator & communicator

**CIVIL STATISTICS**

**Name :** **Ms. Namrata Pandurang Chougule**

**Mother Name : Mrs. Chayya Pandurang Chougule**

**Date Of Birth :** 15.12.1987

**Marital Status :** Single

**Nationality :** Indian

**Linguistic Ability :** English, Hindi and Marathi.

**Current Location :** Mumbai

**Preferred Location :** Mumbai

**Notice Period :** One Month Notice

**INTEREST**

* + - Interacting with people in various fields
    - Reading
    - Listening to Music.

**DECLARATION**

**All the information provided by me in this application is correct & I have not knowingly omitted any related information, which would have a bearing on my employment with you.**

Date:

Place: Mumbai **(NAMRATA P. CHOUGULE)**