##### CURRICULUM VITAE

##### Sangeeta ghanshala

##### Ph.No.9654145351

Email:- [Sangeetad87@gmail.com](mailto:Sangeetad87@gmail.com)

Add:-A-47, Street No.12/3,

Meethapur Ext. Badarpur

New Delhi-110044

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| CAREER OBJECTIVE |

I wish to be a part of the organization that would provide me the challenging and intellectually stimulating work and a friendly and encouraging work environment

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| ACADEMIC QUALIFICATION |

* B.Com Passed in 2008 from RTM Nagpur University
* Intermediate Passed in 2005 from Maharashtra Board
* High School Passed in 2003 from Maharashtra Board

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| TECHNICAL QUALIFICATION |

* Course of Master Of Computer Management from Nagpur University

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| COMPUTER AWARENESS |

* Advance Diploma in Computer Application
* Ms -Word
* Ms -Excel
* Ms –Power Point
* Internet
* Printing &v Scanning

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| EXPERIENCE: |

**M/s NIMBUS MOTOR PVT.LTD Period: - Feb-2010 to March-2011**

**Department: - Customer Care Executive**

**Responsibilities**

* Handling customer quires or Calls & forwarded to concern person.
* Maintain customer records related with quires & filling.
* Checking & update customer documents and forward to concern department.
* Prepare letter related with quires and maintain the records for same.
* Data updating with daily basis quires and enter into excel.
* Online Record Updating in the GDMS

**M/s NIMBUS MOTOR PVT.LTD Period: - Nov -2012 to May -2013**

**Department: - Customer Care Executive**

**Responsibilities**

* Handling customer quires or Calls & forwarded to concern person.
* Maintain customer records related with quires & filling.
* Checking & update customer documents and forward to concern department.
* Prepare letter related with quires and maintain the records for same.
* Data updating with daily basis quires and enter into excel.
* Online Record Updating in the GDMS
* Maintaining all Branches Printing Stationery

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| PERSONAL PROFILE |

Husband Name : Sh. Sandeep Ghanshala

Date of Birth : 12th July 1987

Marital Status : Married

Languages Known : Hindi,English & Marathi

Nationality : Indian

Religion : Hindu

**(I certify that the information given above is true & complete to the best of my knowledge.)**

**Date: Signature**

**New Delhi SANGEETA**