#### *Mrs. Aastha A Sakharkar*

Add :- More Plot No. 58 Room no. 8,

B/h Ajinkya Social Form,

Siddhart Colony. Chembur

Mumbai – 400071

**Email Id:-**[**NParpate0220@gmail.com**](mailto:NParpate0220@gmail.com)

. **Mob No. 9969929130**

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| **Career Profile**   * **DSM INFOCOM PVT LTD**   Designation as Supportive Engineer cum Mis Executive. For Bank of India Project.  (Take Follow-up & book docket of MTNL & BSNL Vset team for Connectivity status)  Prepare Monthly Daily Down call report.  (Joined 20th October 2020 to till Present)   * **DSM INFOCOM PVT LTD**  Designation as a Mis Executive. For the Project of BSE. (Working on Excel, preparing monthly SLA Report)  Preparing PPT for Monthly, Quarterly & Yearly SLA Report.  Updating monthly attendance sheet of employees.  (Joined in 27th May 2019 till 30th April 2020) |
| * **Securitrans India Pvt Ltd**   Designation As a **Cash Executive**.  (Working on Excel, Macro and Keeping Record of CBR Report.  Preparing CBR Report in Excel on daily basis  Billing MIS on monthly basis)  Updating indent in CRM software..  Update the CBR report in CRM software..  Solving Querie of MSP  Taking follow up with Branches for CBR Reports  Checking Handover takeover & Migration report of ATM.  (Joined in 01stNov 2017 to Present)   * **CMS Marshall Pvt Ltd**   Designation As a **Cash Executive**.  (Working on Excel, Macro and Keeping Record of CBR Report.  Preparing CBR Report in Excel on daily basis  Billing MIS on monthly basis)  Updating indent in CRM software..  Update the CBR report in CRM software..  Solving Querie of MSP  Taking follow up with Branches for CBR Reports  Checking Handover takeover & Migration report of ATM.  (Joined in 27th June 2016 to 31st October 2017)   * **Pamac Finserve Pvt Ltd**   As a back office executive in ICICI bank Process  (Process : NDC & APS Checker in Car Home and Personal Loan )  (Joined in 18th Sept 2014 and 06th June 2016   * **Educational Qualification Detail**   S.S.C Passed With Second Class In March 2007-2008 From Maharashtra Board.  H.S.C appeared In academic year 2009-2010 From Maharashtra Board.  B Com Passed with Second Class In March 2012-2013 From Mumbai University.  **OTHER QUALIFICATION**   * **MS CIT** * Tally ERP 9 * Typewriter Speed 30 WPM * Advance Excel 2013   **PERSONAL DETAIL**  **Date of Birth**: 02nd January 1991  **Gender**: Female  **Marital Status**: Married  **Language Known**: English, Hindi and Marathi.  **Hobbies**: Listening Music, watching movie, Cooking.  **Place**:- Mumbai.  **Date**:- (Aastha Ashok Sakharkar) |
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