366,Tuljai,Plot no -11,

Wayle nagar, kalyan (W) 421301

Tel Number: 8693888573

Email: [Shubhangi.deshmukh26@gmail.com](mailto:Shubhangi.deshmukh26@gmail.com)

**Mrs. SHUBHANGI DESHMUKH(SURVASE)**

**CAREER OBJECTIVE**

Looking forward to a challenging and competitive work environment leading to a professional experience in a dynamic and progressive organization where my skills, abilities and talent will be utilized to fullest for the mutual benefit of the organization and the organization can capitalize on the same.

**PROFESSIONAL EXPERIENCE**

1.**Organization:** Runwal construction pvt.ltd.

Period**:**  22 January 2018 To 31 March 2019

**Designation:** Receptionist, Front Desk Executive

**Responsibilities:**

* Handling incoming calls & outgoing call,
* Handling housekeeping staff,
* Update daily tracker in excel
* Handling clients
* Take care of sample & show flats
* Co-ordinate with manager
* Making daily, weekly reports & sent to concern person.

2.**Organization**: Pacetel system Private Ltd

**Client**: OPPO Service center

**Period**: 21 November 2016 To 31 December 2017

**Designation**: Receptionist, Front Desk Executive

**Responsibilities**:

* Handling incoming calls & outgoing call
* Make a entry in CRM
* Handling customer Escalation
* Office maintained
* Handling Housekeeping

3.**Organization:** Global Innovsource Solutions Pvt. Ltd.

**Client:** Tata Motors pvt. Ltd

Period**:**  13 February 2012 To 31th December 2012

**Designation:** Receptionist, Front Desk

**Responsibilities:**

* Handling incoming calls & outgoing call,
* Handling housekeeping staff,
* Data Entry
* Making interview scheduled
* Conference booking
* Managing visitor register & send to concern person
* Register couriers/mail & dispatched to concern person

**4. Organization:** Master & Associates

Period**:**  05 January 2011 To 30th January 2012

**Designation:** Receptionist, Front desk

**Responsibilities:**

* Handling incoming calls & outgoing call & register the information, handling EPBAX,
* Register outgoing Xerox Details,
* Register incoming Fax details,
* Register meter details,
* Daily report,
* Deposited cheques, withdraw money,
* Making salary statements of staff,
* Handling daily as well as monthly petty cash,
* Handling Stationary
* Dealing with vendor
* Making interview scheduled

**5. Organization:** Mile Nine Studios

**Period:** 1st December 2009 to 30th December 2010

**Designation:** Receptionist

**Responsibilities:**

* Handling incoming calls & outgoing calls, handling EPBAX, making calls to companies regarding works, transferring calls to the respective person
* Handling reception.
* Making arrangement of conferences meeting
* Handling of Mails/Courier.
* Maintaining attendance records both manually as well as in the excel sheet.

**6. Organization:** HotelHost-Inn International

**Period:** 1st December 2008 To 30th November 2009

**Designation:** Front Office Executive

**Responsibilities:**

* Handling incoming calls, handling curriers, making calls to companies regarding works
* Handling guests, making checking –check outs, making final bills
* Handling reception cash, daily cashier reports.
* Registration of guest information (manual as well as computer)

**PROFESSIONAL QUALIFICATION**

* MS – CIT (Basic in computer)**.**

**ACADEMIC QUALIFICATION**

* Completed T.Y.B.A in Mehta Degree College of Arts (Mumbai university) in 2007-2008.
* Completed H.S.C in Smt. Sushiladevi Vidyalaya & junior college of arts (Mumbai university) in 2004-2005.
* Completed S.S.C in Smt. Radhikabai Meghe Vidyalaya (Mumbai university) in 2001-2002.

**PERSONAL DETAILS**

**Name Mrs.** Shubhangi Sanket Deshmukh

**Date of Birth** 22nd December 1986

**Gender** Female.

**Marital Status** married.

**Mother Tongue** Marathi

**Language Known** English, Hindi, Marathi.

**Hobbies:** listening to Music

The above furnished information is true and to the best of my knowledge.

**(Mrs. Shubhangi Deshmukh)**