**R E S U M E**

**NAME: ASHWINI SURESH PARDESHI**

Permanent Address: Room No. 2189, K.B. Road,

Buwapada, Ladi Naka, Behind Taal Hotel,

Pardeshi Chawl, Ambernath (west),

Thane-421505

**Mobile No: +91-7038785143**

**E-Mail: 18ashwinipardeshi@gmail.com**

**OBJECTIVE**

Seeking a position to utilize my skills and abilities in various field to explore best out of me and give a contribution to organization and financial market.

**COMPUTER SKILLS**

Conversant in MS Office and MS Excel, windows & familiar with internet operation.

**WORK EXPERIENCE**

**WIPRO PVT LTD**

**AUGUST 2019 Till JULY 2022**

**DESIGNATION – PAYROLL ASSOCIATE**

***JOB RSPONSIBILITIES:***

• Worked with Kimberly clark, Pepsico, Marriot, CIBC and Cintas clients where I was responsible for handling all the Learning process which includes creating Digital courses, schedule offering, Batch Enrollments, Adding programs, Blended courses with the help of tools Workday, Sandbox, Service now, Success factor, Sumtotal, Siebel

• Updating each employee’s course/class/sessions as requested by the client via different channels

• Handled the Success factor application to get the new activity and request from the client

• On daily basis we complete modify due date service requests of the client i.e. (of client/Gatekeeper)

• Learnt GOA process for creating Service Requests ticket for client

• Run and pull the production reports daily which deals with the client pending requests

• Learnt critical schedule offering and Curriculum process

• Ensure that every SR (service request) and activities are getting close on time

***DESCRIPTION:***

In Alight Solutions worked in back-end support in Sum total that includes the Add/Edit/Retire process, E-Learning, ILT/Class/Sessions etc.

**SELF ASSESSMENT**

• Ability to work well, both as individual & and in team environment.

• Good team player with effective organization and communication skills.

• Capable to deal with new challenges.

**COMPETENCIES**

▪ Presentation Skill

▪ Self-Motivated

ACADEMIC PROFILE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| QUALIFICATION | UNIVERSITY BOARD | Institution | Year of Completion | PERCENTAGE/ CGPI |
| B.M.S. In Finance | Mumbai University | S.I.C.E.S. Degree College, Ambernath | 2019 | 75% (A) |
| HSC | Maharashtra Board | S.I.C.E.S. Jr. College, Ambernath | 2016 | 68.00 % |
| SSC | Maharashtra Board | S.I.C.E.S. High School, Ambernath | 2014 | 75.00 % |

**INTEREST AND HOBBIES**

* Listening Music, Dancing and Painting

**PERSONAL PROFILE**

Name : Ashwini Suresh Pardeshi

Father’s Name : Suresh J. Pardeshi

Date of birth : 20/06/1998

Sex : Female

Marital Status : Single

Nationality : Indian

Language Known : English, Hindi & Marathi.

**DECLARATION**

This is to certify that the information submitted above is true and correct to the best of my knowledge and belief and nothing has been concealed or distorted.

Place: Ambernath. SIGNATURE

Date: ***\_\_\_\_\_\_\_*** **(ASHWINI S. PARDESHI)**