**Rupali Gharpande**

451, Telipura sitabuldi, back mangal

bhavan, near lohapul, Nagpur-440012

**Mobile Number:** +91-9373749467

**E-Mail**: Rupali\_gharpande@yahoo.com

To make optimum utilization of my knowledge and skills, utilize opportunities effectively for professional growth and to contribute in the best possible way for the betterment of the organization and self.

**Qualification Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification.** | **Year** | **College. / University** | **Division** |
| B.Com | 2013 | Shirdhar University | First |
| HSC | 2009 | Nagpur | Second |
| SSC | 2007 | Nagpur | Second |

**Work Experience:**

3.5 year of experience involving as Counsellor +Administration at Jawahar Education’s Pvt. Ltd.

**Responsible for maintaining the records of office inventory:**  
-Distributing the stationary as per requirement and keeping the record.  
-Checking the availability of stationary and other required things and ordering for them.  
-Coordinating with the dealers, Suppliers and vendors.  
-Maintaining the documents records.   
-Assisting the admin manager in planning and executing the events and other activities in organization.  
-Managing the house keeping and security guard staffs’ data and duties.  
-Responsible for checking the cleanliness of office.  
-Responsible for checking the office’s assets are in good condition.  
-Responding the mails.  
-Responsible for handling the petty cash and keeping the record of expenses.

**IT Skills:**

|  |  |  |
| --- | --- | --- |
| **Skill** | **Version** | **Experience** |
| Operating System | Windows XP, Windows 7 | 3 years |
| Internet | IE7, Google Chrome | 3 years |
| Documentation | Microsoft Office, Excel, Power point | 3 years |

**Attributes/Abilities:**

* Excellent interpersonal and communication skill.
* Self-motivated, methodical and process driven.
* Independent and willing to take the initiative.

**Strength:**

* Positive attitude, hardworking and ability to work under pressure.
* Ability to reach goals.
* Leadership quality.

**Personal Details:**

|  |  |
| --- | --- |
| Date of Birth | : 10 Jan 1992 |
| Gender | : Female |
| Languages Known | : English, Hindi, and Marathi |
| Permanent Address | : : 451, Telipura sitabuldi, back mangal bhavan, near lohapul, Nagpur- 440012 |
| Mobile Number | : +91-9373749467 |