SHWETA SHIVAJI BHOSALE

**435 B Ward, MangalwarPeth,Balgopal Tamil, Near ShahuMaidan, Kolhapur.**

**+918830864349**

[**shwetabhosale97@gmail.com**](mailto:shwetabhosale97@gmail.com)**Date of Birth:- 01/09/1995**

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# Professional Summary

Outgoing and friendly Front Desk Executive delivers customer service and administrative excellence in all facets of clerical support and public interaction. Excels in calendar management and scheduling, data- entry, and database administration. Motivated Front Desk Executive & Sales Executive offers valuable contributions in all facets administrative activities supporting Telecommunication derived from diverse experience as Front Desk Executive and Sales Executive. Recognized for exemplary time management, organization, prioritization and work ethic.

Had also worked in the Shivaji University as a lab assistant in which has done the surveys of the entire university for the count of the pc, smart board. Also had maintained the data of the students and generate the new id for the students of the new admission of the PG and PHD’s. Also was involved in the answer checking for the entrance exams for the PHD exams.

Had worked in the construction field where use to maintain the account details and bills and payments.

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# Skills

* Customer/Clientrelations
* Computer programming languages ( C,C++,Java,Vb.Net,Linux,
* Memorization andrecall
* Documentation andreporting
* Excellent communicationskills
* Conflictresolution
* Tally-ERP9

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# Work History

08/2017to11/2017 **Sales Executive & Front Desk Executive**

***My Idea Store***-*Kolhapur,MH*

* Answered inquiries and addressed resolved or escalated issues to management personnel to ensure client satisfaction.
* Corresponded with clients through email, telephone or postalmail.
* Greeted customers and visitors in-person and via telephonecalls.
* Monitored and screened visitors to verify accessibility to inter-officepersonnel.
* Coordinated between billing department and customers to resolveproblems.
* Referred unresolved customer grievances to designated departments for furtherinvestigation.
* Responded to all customer inquiries thoroughly andprofessionally.
* Answered customer questions about product availability and shipmenttimes.
* Entered data promptly and efficiently with a 99% accuracyrate.
* Documented all customer inquiries and comments thoroughly andquickly.

03/2011to09/2011 **Translator**

***Nielsen India Private Limited***-*Kolhapur,MH*

* + ReviewedDocuments.
  + Evaluated and documented data of particularareas.
  + Collecting all the forms and documents and sending them to HeadOffice.

02/2018to11/2018 **OfficeAssistant**

***Dmark Interiors-*** *Kolhapur,MH*

* + Preparing and finalizing thequotations.
  + Preparing the invoices, order bills, chalansetc..
  + Taking follow-up of the clients for payment and also for newrequirements.
  + Also doing the tele-calling to the Architects, Interior Designers andBuilders for therequirements.
  + Keeping the records of the materials which are supplied and which hadarrived according to the orderplaced.
  + Taking follow-up for the pendingpayments.
  + Keeping the records of the payments which are credited &debited.

12/2018to11/2019 **LabAssistant**

***Shivaji University-*** *Kolhapur,MH*

* + Working on the data provided by the seniors.
  + Preparing the Data analyzing, sorting, processing &uploading.
  + Worked on major Surveys for the university (Antivirus, Counts of classrooms,smart classrooms, PC counts,Domains)
  + Worked on the entire university data for the ADStructure.
  + Worked on the data given by seniors regarding preparing the mail-id &passward for the Research Students as per theinstructions.

08/2020 to 08/2021 **OfficeAssistant**

***Girish Ghugare Constructions-*** *Kolhapur,MH*

* + Preparing purchase orders, invoices, receiptsets.
  + Taking follow-up of the clients for payment and also for newrequirements.
  + Maintain all the bill files and also all the documents of the particularsite.
  + Keeping the records of the materials which are supplied and which hadarrived according to the orderplaced.
  + Taking follow-up for the pendingpayments.
  + Keeping the records of the payments which are credited &debited.
  + Draft mails for the office and for the relevantwork.
  + Maintain all the records of the site along with the bills and paymentdetails.

08/2021 to 08/2022 **Data Manager And Procedure Assistant**

***PRISTINE WOMAN HOSPITAL-*** *Kolhapur,MH*

* + Taking the history of the patients.
  + Maintaining the record in the software and also in the files.
  + Assisting the doctor in the procedures (CVS, Reduction, Amniosynthesis, Infusion).
  + Maintain the data of the patients of the blood given, and give the reports to the patients.

08/2022 to till now **Associate Team Member (ATM)**

***Coforge BPS-*** *Kolhapur,MH*

* + Working for the insurance process.
  + Review the claims which are received for the cancer.
  + Match the 3 basic identification on the claim received and validate them weather the documents valid to be pay or not.
  + Review for the policy type and what benefits does the policy holder have.
  + Review the documents and identify the diagnosis which cancer is there.
  + Check for the benefit which are covered under the policy and which are payable.
  + Pend the claims if the documents received are insufficient and ask for the proper documents for the benefits to be paid.
  + Deny the claims if the benefits received in the documents are either already paid or they are not covered under the policy.
  + Revert to the onshore teams if any mails are received regarding the particular claim.

# Education

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| 2017 | Bacholor's of Computer Science  ***Vivekanand College*** -*Kolhapur, MH ,India* |
| 2012-  13 | Science-Science(PCMG)  ***Princess Padmaraje Junior College***-*Kolhapur, MH, India* |

2010-11 School-HighSchool

***Dr. D.Y.Patil.Vidyaniketan***-*Kolhapur, MH, India*

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# Other Interest and Achievement Declaration

* + Loves sports and other curricular activities and photography.
  + Likes to travel, explore new things and be adventurous.
  + Has been awarded as the Sports Person of The Year for three times in Highschool.
  + Competed in State Level Judo and Wushu Competition.
  + District Level Tug of War Winner.

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# Declaration

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:

Place:Kolhapur. **(Shweta Shivaji Bhosale)**