**CURRICULUM VITAE**

* **Personal Information:-**

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| Name:-Amruta Rajendra Kapade. |
| D.O.B:-23 july 1987 |
| Mobile No:-8530896405 |
| E-mail:-amrutakapade@gmail.com |
| Address:-Panchataranagar, Pandharkar wasti, |
| Behind Priya General Store, |
| Akurdi, Pune-35. |
| Language Known:-Marathi,Hindi,English. |
| Marrital Status:-Single. |

* **Educational Qulaification:-**

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| --- | --- | --- | --- | --- |
| **Sr no** | **Name of Course** | **Name of Univercity** | **Years Of Passing** | **Percentage** |
| 1. | 1oth | Kolhapur | 2004 | 66.93% |
| 2. | Diploma in Information Technology | MSBTE | 2008 | 57.91% |

* **Certificate Cource:-**

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| * Certificate course in Software Application with ‘A’ grade. |
| * Ms-fiice,Excel,corel draw,Photoshop,Word-pad,Powerpoint etc. |

* **Work Experience:-**

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| --- | --- | --- | --- | --- |
| Sr no | Nme of the Organization | Designation | From | To |
| 1. | Shell Transource | Data Entry Operator | 11 June2009 | 24 March 2010 |
| 2. | Wipro BPO | Senior Associate | 15 Feb 2011 | 15 March 2013 |
| 3. | DSM INFOTECH | Helpdesk Co-ordinator | 3 Sep 2014 | 16 Oct 2015 |
| 4. | Allied Digital | Helpdesk Co-ordinator | 26 Oct 2015 | 17 March 2016 |
| 5. | Wipro BPO(chat process) | Senior Associate | 11 April16 | 6th Feb 2020 |

* Job Responsibility in Wipro

1. I was working in Delta Airlines process.
2. It is International airlines process.
3. I have knowledge about the city codes.
4. I have knowledge about PNR.
5. I was working on ticketing tool and PNR.

**I hear by declare the above information is true to the best of my knowledge.**

**(Amruta Kapade).**