Juilee Amey Manjrekar

4/15,Dattatray Bldg.,TukaramJavji Road, Mobile: - 91-9321486693

Grant Road,Mumbai (W),Mumbai-400007. Alternate no. : - 91-9820320036 E-mail:- juid8667@yahoo.com

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| **WORK EXPERIENCE** |

***1st January 2019 Till Date***

***Plada Technologies pvt. Ltd. - Mumbai, India***

**Responsibilities At Plada Technologies :**

* Provide ongoing administrative support to senior executives, driving organizational success through the management of daily operations and special projects
* Manage executive calendars, strategically coordinating meetings, appointments, events, and travel arrangements
* Spearhead training and development program for new employees
* Serve as primary point of contact for an average of 30 incoming phone calls per day, addressing inquiries and resolving concerns
* Plan, coordinate, and finalize details for travel arrangements and business development events

***6th May 2016 - 31st December 2018***

***NKGSB Bank - Mumbai, India***

**Responsibilities At NKGSB Bank :**

* Check, sort and forward emails. Also prepare outgoing mail by drafting correspondence
* Perform basic bookkeeping, filing, photocopying, I-card and clerical duties.
* Receive letters, packages etc. and distribute
* Management of supplies, inventory and stationary
* Keeping  office atmosphere tidy and presentable with all necessary material
* Supervision of facility upkeep and housekeeping staff
* Coordinate with cafeteria, security and Admin department
* Help employees with meeting room bookings
* Answering all incoming calls and re-routing them to relevant person

***February 2015 - December 2015***

***MUMBAI DISTRICT COOPRATIVE Bank - Mumbai, India***

**Responsibilities At *MUMBAI DISTRICT COOPRATIVE Bank* :**

* Ensure successful completion of outward cheque clearing and lockbox processing within clearing house cut-off time.
* Maintain segregation of controls, perform daily pre-checks before scanning cheques for processing.
* Attend to clients' queries including informing clients of returned cheques.
* Handle cheque book requisition
* Filing,investigation,balancing,reconciliationetc.
* Attend to phone queries etc
* Have the skills to drive continuous improvement of processes and workflow

**Skills:**

* Good Knowledge of MS word & Excel.
* Good interpersonal and communication skills.
* Good knowledge of Coreldraw

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| **EDUCATION** |

**M.K College** Mumbai , India April 2015

B.Com (Bachelor of Commerce) Aggregate 69 %

**Nirmala College**  Mumbai, India April 2010

Higher Secondary Certificate Aggregate 45 %

**Vidya Mandir School** Mumbai, India April 2008

Secondary School Certificate Aggregate 62 %

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| **PERSONAL INFORMATION** |

Date of Birth 9th June 1993

Marital Status Married

Languages known English, Hindi, Marathi & Gujrathi