

Mrs. Shimpi Manasi Chandrakant

Address: Kamira, Plot No. 21 Gat No. 499

Ashoknagar, Satpur, Nashik-422007

Contact: 9975154874 , 9175510630

E-mail Id: mbsonawane213091@gmail.com

Age: 26

Gender: Female

Correspondence address :

Vaishnav appt , flat no 7 , near pappaya nursery

Back to moule hall, satpur colony , ashok Nagar,

nashik -12

Personal Details :

Name: Manasi Chandrakant Shimpi

Date of Birth: 21 st May 1991

Gender: Female

Marrital Status: Married

Hobby: Singing , Dancing, Reading Novels, Writing

Objective: To effectively apply my IT skills to contribute in achieving the goals of the organization.

Company Name:

1. TATA Docomo :

Experience: 6 months in Tata Docomo Callcenter as tellicaller in 2011 in Pune

2. _Datamatics Global Services Pvt. Ltd.

Experience: 1.5 Year Experience in U. S. Tax Return Filing and Taxation Law.

Project Work: Governing Body Of Internal Revenue Service's Tax Return File

1. Tax Return Filing of **CCH (Commerce Clearing House)** Clients project in **Pro System** Software - Individual Taxpayer tax return filing for Form 1040 Internal Revenue Service. **(29th NOV 2012 TO 17th APRIL 2013)**

2. Tax Return Filing of **CCH (Commerce Clearing House)** Clients project in **Pro System** Software - Individual Taxpayer tax return filing for Form 1040 Internal Revenue Service.(**17th NOV 2013 TO 3rd FEB 2014**)
2. Tax Return Filing of **Ayco** Clients (**Goldman Sachs Co**) Project in **Go System Software** (**29 th OCT 2014 TO 31 MARCH 2015**)
3. In 2012 to 2015 As International Tax Associate.

3. Mudra Financial:

Experience: As Administrator cum Sales Coordinator in HOME LOAN from 1st April 2015 to 30 th june 2016

Work:

1. Maintain Daily MIS Worksheet & Mail.
2. Follow Up All Customers.
3. Complete Our Target.
4. Maintain All Documents.
5. Search New Customer For Company Business.
6. know the process of Home Loan.

4. Lagad financials and happy life solutions pvt ltd.

Experience : as back office coordinator and assistant manager for servicing in Life insurance and general insurance from the date 6th june 2016 to May 2018

Work:

1. Servicing for client LIC (Life Insurance Corporation of India).
2. Servicing for client General Insurance policy (vehicle, mediclaim, personal accident, fire and peris policy etc.)
3. Maintain daily MIS and worksheet.
4. Maintain daily collected cheque cash collection entries.
5. Find the prospective cutomer for life insurance and general insurance.
6. Solving all query of customers related lic policy and general insurance.

7. Get the reporting of all field person for premium collection and new business.

Education:

Course	Institute	University/Board	Passing Year	Percentage	Class
SSC	Chattrapati Shivaji Vidyalaya, Nashik	Mah SSC Board	2006	64.54%	First Class
HSC	Princes Padmaraje Collage Of Girls, Kolhapur	University of Pune	2008	66.00%	First Class
B. Com	K.T.H.M. Collage Nasik	University of Pune	2012	61.52%	First Class
M. Com Sem I	K.T.H.M. Collage Nasik	University of Pune	2013	58.00%	Higher Second Class
M. Com Sem II	K.T.H.M. Collage Nasik	University of Pune	2013	56.74%	Higher Second Class
M. Com Sem II	K.T.H.M. Collage Nasik	University of Pune	2014	58.56%	Higher Second Class
M. Com Sem IV	K.T.H.M. Collage Nasik	University of Pune	2014	Pursuing	-

Academic Projects:

1. Indian Tools Administration Project

Computer Knowledge:

1. Tally 9.0
2. MS Office

Areas Of Interest	Knowledge Process Of Outsourcing For Non Voice Process Or Back Office
Technical Skills	System Handling Pro System And Go System

Extra Curricular Activities: Social Work, Reading Books.

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date:

Place: Nasik

Sincerely,

Mrs. Shimpi Manasi C.