

## RESUME

**Varsha Vijay Kotwal**

**M.No:- 9922927286**

[vkotwal0@gmail.com](mailto:vkotwal0@gmail.com)

[kotwal\\_v@rediffmail.com](mailto:kotwal_v@rediffmail.com)

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### Objective

To be creative and challenging position on where my potential and talent would enable me to perform best for better output in healthy & friendly environment. So as to keep growing.

### Strength & Skill

1. Believe to work in smart way.
2. Leadership qualities and team player.
3. Ready to work in any critical situation with efficiency.
4. Enthusiastic and eager to learn new things.

### Experience

January 2015 to till August 2015

**Firm:-** SM ElectronicTechnologies Pvt Ltd, Pune.

**Title:-** Sales co-ordinator/Receptionist

#### Job Profile:-

- Attending customer enquiries
- Processing of purchase orders.
- Preparation of quotation & send to customers.
- Interaction with customers & follow-up of payments.
- Raising of sales invoices & send to customers.
- Update Reports & presentation.
- Any other work allotted by group head.
- Responsible for Reception Counter.
- All office administration activity.

December 2009 to till December 2014

**Firm:-** PriMove Infrastructure Development Consultant Pvt Ltd, Pune.

**Title:-** Admin Asst./Front desk/Receptionist

**Job Profile:-**

- Responsible for Reception Counter.
- As a Front Office receive and Welcome all the visitors.
- Attending all Incoming-Outgoing Calls & transfer to all calls.
- Supervising the cleanliness of the reception area, Conference Rooms.
- Maintain Inward/Outward record & faxes send to outside parties.
- Monitor & liaison with couriers & Cargo Ltd in connection with outgoing mail and monthly bill.
- Keeping up-to-date record of all newspaper & magazine.
- Reporting to daily staff attendance to the Admin Officer.
- Preparing Daily MIS of all the Walk-in Customers.
- Maintain Telephonic Directory.
- Manage Stationary issue.
- Manage Primove Library.
- Updated Reports.
- Providing the Computer Typing assistance to staff in English, Hindi and Marathi.

August 2008 to December 2009

**Firm:-** International Leprosy Union- Health Alliance, Pune

**Title :-** Computer Operator

**Job Profile:-**

- Maintain Telephonic Directory.
- Responsible for all E-Mail Work.
- Providing the Computer Typing assistance to staff in English.
- Maintain Attendance Sheet.
- Manage Fax and send to outside parties.

November 2006 to January 2008

**Firm:-** Adarsh Enterprises, Pune

**Title:-** Data Entry Operator

**Job Profile:-**

- Responsible for all Data Entry Work.

April 2002 to March 2003

**Firm:-** Nadini Developers & Builders, Pune.

**Title:-** Receptionist

**Job Profile:-**

- Responsible for Reception Counter.
- Attending all Incoming-Outgoing Calls.
- As a Front Office receive and Welcome all the visitors
- Supervising the cleanliness of the reception area and Office.
- Manage all the Typing work

June 2000 to March 2002

**Firm:-** CDAC Computer Education Pune

**Title:-** Back office/Faculty

**Job Profile:-**

- Responsible for Admin work
- Sending Letters
- Maintain New Student Registration
- Teaching Student

**Educational Qualification**

CERTIFICATE	YEAR	UNIVERSITY/INSTITUTE	SPECIALIZATION	PERFORMANCE
T.Y.B.A	2002	A.M. college, Pune	English	Higher 2 <sup>nd</sup> Class
H.S.C	1999	Sadhana Vidyalaya, Pune	Arts	1 <sup>st</sup> Class
S.S.C	1997	Mahatma Phule Vidyalaya, Pune	-----	1 <sup>st</sup> Class

**Vocational Qualification**

- Completed HDSE(Higher Diploma in Software Engineering ) in Aptech Computer Centre at Hadpsar.
- Completed Typing Exam English speed 30 wpm with 1<sup>st</sup> class from Pashan Institute, Pune.

**Personal Information**

**Name** : Mrs. Varsha Vijay Kotwal

**Address** : 120/9b/5, Flat No 3, 'Sai Enclave Bldg'  
Pashan sus road, Pune 411 021.

**Mobile No** : 9922927286

**Email Id** : [vkotwal0@gmail.com](mailto:vkotwal0@gmail.com), [Kotwal\\_v@rediffmail.com](mailto:Kotwal_v@rediffmail.com)

**DOB** : 28<sup>th</sup> November 1981

**CTC** : 2,04,000 per year

**Expected Salary** : 2,65,200 per year

**Notice Period** : 1 Month

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me my qualifications, and my experience.

**Signature :**

**Date :**