

DARSHANA SOMNATH PAGARE

MOB. NO.:- +91 9823503733

Email Id:- dashsur@yahoo.com

CAREER OBJECTIVE

I would like to channelize my effort towards proving innovative responsive service. It shall be my constant Endeavour to strive for advancements of the organization With dedication and determination.

ACADEMIC PROFILE

- B.A. (ENGLISH) Apr/May 2004 Pune University
Bytco College Nasik Road, Nasik.
Class Obtained: IInd Class
- H.S.C (ARTS) Feb. 2000 Maharashtra State Board, Pune University
Aarambh College Nashik Road, Nasik.
Class Obtained: IInd Class
- S.S.C March 1997 Maharashtra State Board, Pune University
R.J.C.B. Girls High School, Nasik Road, Nasik.
Class Obtained: IInd Class

COMPUTER PROFICIENCY

- M.S.C.I.T
- English Typing 40 wpm
- Marathi Typing 30 wpm
- Tally 7.2

CAREER SUMMARY:

PROFESSIONAL EXPERIENCE: Job Experience

- E-dealer Executive in Silver Star (Authorized Dealers for Mercedes Benz),
(May 2019 to Till Date)
Garware Point, Ambad, Nashik – 422010
Responsibility: Working With E-dealer
Maintaining and allocating new vehicle stock as per (FIFO)
Generation and Marinating Records for all Reports.
Sales Invoices, Company Correspondence – Daily Emails
Maintain All Current & Pervious Data
New Vehicle Insurance
New Vehicle RTO
Claims Management
- Back Office Executive in **Bafna Motors Pvt. Ltd.** (Authorized Dealers for Tata Motors), (April 2018 to May 2019)
Law College Road, Erandwande – Pune – 411004.
Responsibility: Working With Siebel CRM
Prepare Daily reports
Maintaining and allocating new vehicle stock as per (FIFO)
Generation and Marinating Records for all CRM Reports.
Sales Invoices, Company Correspondence – Daily Emails
Maintain All Current & Pervious Data
Co-Ordinations with the Back Office Operation – Personnel to Ensure that Data
Uploaded are Done Correctly.
Support all departments.

- E.D.P. Senior Executive in **Moto Drive Pvt. Ltd.** (Authorized Dealers for Maruti Suzuki), (April 2016 to February 2017)
 Ahmednagar – Pune Highway, Wagholi, Pune – 412207.
Responsibility: Working With Dealer Management System (DMS) Software based on VB/Oracle provided from Maruti Suzuki
 Look after 3 S Modules: Sales, Service and Spares
 Prepare Daily reports in Extranet
 Maintaining and allocating new vehicle stock as per (FIFO)
 Generation and Marinating Records for all DMS Reports.
 New Vehicle Insurance, Sales Invoices, Company Correspondence – DailyEmails
 Maintain All Current & Pervious Data
 Co-Ordinations with the Back Office Operation – Personnel to Ensure that Data Uploaded are Done Correctly.
 Support all departments.
- E.D.P. Incharge in **Shaan Cars Pvt. Ltd.** (Authorized Dealers for Maruti Suzuki)
 E-3 M.I.D.C. Satpur Nasik (October 2007 to February 2015)
Responsibility: Working With Dealer Management System (DMS) Software based on VB/Oracle provided from Maruti Suzuki
 Look after 3 S Modules: Sales, Service and Spares
 Prepare Daily reports in Extranet
 Maintaining and allocating new vehicle stock as per (FIFO)
 Generation and Marinating Records for all DMS Reports.
 New Vehicle Insurance, Sales Invoices, Company Correspondence – DailyEmails
 Maintain All Current & Pervious Data
 Co-Ordinations with the Back Office Operation – Personnel to Ensure that Data Uploaded are Done Correctly.
 Support all departments.

- Computer Operator in **Jog Engineering**

Mankhurd, Mumbai (April 2007 to Sep 2007)

Responsibility: I was doing all data entry jobs.

- Receptionist Cum Computer Operator in **Jadhav Laboratory**

Nasik Road. (March 2004 to March 2007)

Responsibility: I was handling the counseling work

Handling Patients calls and typing reports, maintaining all the records of the Laboratory

PERSONAL DETAILS:

Name : **Mrs. Darshana Somnath Pagare**

Husband Name : **Mr. Suraj Vijaykumar Chanchlani**

Present Add : Flat No. 3, Samarth Apartment
Chintamani Nagar,
Back to Mahajan Hospital,
Jail Road, Nahik Road
Nasik - 422 101

Permanent Add : Flat No. 17, Rudraprayag CHS
Sahayadri Colony, Cancal Road,
Jail Road, Nashik Road.
Nasik - 422 101

D.O.B : 14th April 1982.

Gender : Female.

Marital Status : Married.

Language Known : English, Hindi, Marathi

Self Evolutions : Patience, Positive Attitude, Sincere and Dedicated
Individual with quick learning ability.

Signature :

Date :