

BIO-DATA

NAME: VAIBHAVI RAMESH PANSARE

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LANGUAGES	ENGLISH,HINDI,MARATHI
NATIONALITY	INDIAN

EDUCATIONAL QUALIFICATION

DEGREE	SCHOOL/ COLLEGE/ UNIVERSITY NAME	MONTH & YEAR OF PASSING	% OBTAINED	CLASS OBTAINED
B.A(ECONOMICS)	NOWROSJEE WADIA COLLEGE	1996	45.44%	PASSED CLASS
H.S.C	NOWROSJEE WADIA COLLEGE	1993	49.50%	SECOND CLASS
S.S.C	SARDAR DASTUR NOSHERWAN GIRLS' HIGH SCHOOL	1987	54.71	SECOND CLASS

ADDITIONAL QUALIFICATIONS:

- 1. Passed Government Typing and Shorthand Exams. Typing 40WPM and Shorthand 80WPM.**
- 2. Certificate on Digital Marketing Internship Program (Course) Six Months duration focussing on all Key Modules of Digital Marketing.**

COMPUTER LITERACY:

- 1. Working Knowledge of Microsoft (MS) Office Software Packages like MS Word, Excel, Powerpoint.**
- 2. Conversant with Internet, LAN, Internet Savvy, Email and other Computer Fundamentals.**

PROFESSIONAL EXPERIENCE: Have Worked for more than 12+ years at a Corporate Level (MNCs) in Secretarial, Admin, Executive Customer Support Service, Purchase and Finance.

CAREER SUMMARY:

1. CTR Manufacturing Industries Limited-ISO 9001-2000

From 31st March 1995 – 16 March 1997

DESIGNATION: Admin Assistant to Assistant Manager (Purchase/Sales Manager):

Job Summary:All Secretarial activities including taking Shorthand Dictation,Typing,Filing Correspondence,Drafting Correspondence,Sending Fax/Email.Attending telephone queries of the Clients/Vendors and updating on the status for bills,payments.Typing Invoice/Quotation.Arranging Inter-departmental meeting,Preparing Itinerary for outstation visits,Handling Despatch(Incoming and Outgoing Courier),Typing Minutes of Meeting.

2.INDIAN INSTITUTE OF MODERN MANAGEMENT(IIMM)

From 01 January 2000 to 25 January 2003

DESIGNATION:Secretary to the Director

Job Summary:Handling all Administrative activities including Students Admissions,Maintaining Fee Records,Preparing Syllabus,Attendance Records,Updating on Admissions Intake to the HOD,Handling queries pertaining to admissions,Typing Correspondence,Shorthand Dictation,Helping Accounts staff related to Salary of Faculty and Staff.Attending Reception,Fax,Despatch and Email.

3.CTR Manufacturing Industries Limited-ISO-9001-2000

From 15 February 2003 to 27 August 2004

DESIGNATION:Accounts Assistant

Job Summary:Drafting Correspondence and replying related to vendors queries,Preparing letters (Inputs provided by

Finance,Marketing,Purchase Departments)regarding Bank Reconciliation Statements,Profit/Loss Statements,Typing Invoice/Quotation.Performing Secretarial activities such as yearly auditing of purchase,sales and accounts records and filling of regular correspondence of stakeholders.

WORK EXPERIENCE IN BPO SECTOR:

1.IBM Daksh Services India Private Limited

From November 2006 to January 2008

DESIGNATION:Executive Customer Support Services

Job Summary:Handling Customer Queries for UK Broadband Services(UK-ISP)

2.Mphasis India Services Private Limited

From March 2010 to March 2011

DESIGNATION:Senior Customer Support Officer

Job Summary:Worked for UK Process Zurich Motor Insurance

3.Home Tutor for All subjects including Maths,Science and Languages

From June 2011 to April 2015

Job Summary:Tutor for students of I to IV class.

4.Sailee Paper Products-Manufacturers of Soft Tissue Paper Napkins wholly owned by us.

From April 2015 to November 2018

Job Summary:Handling Account,Clearing Orders received and despatch.

5.ADVANTMED INDIA LLP

From December 2018 to June 2019

Job Summary:Worked for Medical Insurance US Process.Retrieving of medical records of patients from hospitals and updating the details received on the portal and submitting the same to the insurance companies from time to time.

PERSONAL DETAILS

Name:Vaibhavi Ramesh Pansare

Date Of Birth:01st April 1970

Marital Status:Married

Nationality:Indian

Declaration:I hereby declare that the above information is true and accurate to my knowledge.

PLACE:PUNE

DATE:

