

aditi chapekar

Pune, Maharashtra

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7057642679

To work in a challenging environment in an organization that provides excellent work culture.

To continuously enhance my knowledge and upgrade my skills.

Work Experience

Admission Counselor

MIT World Peace University - Pune, Maharashtra

April 2020 to Present

Experience- 08 Months)

◆ Worked as Administration Executive with ANSEC Pune. (Experience 03 Years)

➤ Core Activities:

- EPBX handling, handle Visitors / Guest.
- Mediclaim Insurance, Currency exchange
- Travel Arrangement (through travel agent), Car, Hotel Room booking, internal transport arrangement visa cases, currency exchange.
- To maintain records of pantry stock etc, co-coordinating to marketing manager for events. Assisting the HRM and Administration.
- Make internal arrangements as meetings, conference, arrange for conference rooms.
- Arrangement of Laptops, Projectors, Microphones, Teleconferencing Speakers, necessary things required for meetings / conference. Communication with internal department for any meeting, information required.
- Prepare Expenses Report, handle petty cash
- Checking of Bills, Mobile requirements / activation deactivation of nos / IR /ISD / STD data cards / laptops maintain data.
- Maintaining inventory of stationary.
- Maintain Inward Outward courier, material, etc.

Education

MBA in communication and interpersonal skills

Distance Learning Institute

Present

B.C.A in Computer Application

Arihant College - Pune, Maharashtra

Skills / IT Skills

- COMPUTER- PROFICIENCY Operating System: Windows 95/98/XP, MS-DOS, Vista, Linux. Basic: MS OFFICE, Internet. Programming Languages: C and C++, Visual Basic, VB.Net, Core Java Web Programming: HTML, PHP, Java Script, & ASP.NET Database: MS Access, MySQL, DBMS. PROJECT
- MINOR PROJECT: On Internal Assessment System of College.
- Colleath Management
- Bike Parking Management Date Location Pune Aditi .D. Chapekar

Languages

- English - Fluent
- Hindi - Expert
- Marathi - Expert