

CURRICULUM VITAE

MISS. SAILEE PRADEEP KORGAONKAR

Current Address- D/25, 4th floor,

Lokmanya SRA CHS,

Sai Baba Road, Jawahar Nagar,

Khar (E)-400051

Mobile No. +91 **9423251946**

Email:korgaonkar.aishwarya@ymail.com

CAREER OBJECTIVE

To work in a challenging environment to prove my skills and to enhance my knowledge these by contributing immensely to the growth and development of the organization.

WORK EXPERIENCE

➤ **Company name-** Mamko Engineering Pvt Ltd

Position- Customer Service Associate

Duration- 1 yr

Job profile and Responsibilities

- Solving Queries of customers
- Maintains accurate records and enters data
- Troubleshooting for Laptop and Desktop
- Reverting back On Mails
- Attending calls, and responding to emails
- Coordinate with Engineers and solved the queries of US clients.

➤ **Company name-** HR Advisors

Position- HR Recruiter

Duration- 1.5 yr

Job profile and Responsibilities

- Designing and updating job descriptions.
- Sourcing potential candidates from various online channels (e.g. social media and professional platforms.
- Crafting recruiting emails to attract passive candidates.
- Screen incoming resumes and application forms.
- Interview candidates (via phone, video and in-person)
- Prepare and distribute assignments and numerical, language and logical reasoning tests.
- Advertise job openings on company's careers page, social media, job boards and internally.
- Provide shortlists of qualified candidates to hiring managers.
- Send job offer emails and answer queries about compensation and benefits.
- Monitor key HR metrics, including time-to-fill, time-to-hire and source of hire.
- Collaborate with managers to identify future hiring needs.

➤ **Company name-** People's High School

Position- Teacher

Duration- 5 yrs

Job profile and Responsibilities

- Planning, preparing and delivering lessons.
 - Collaborating with parents-students and counselling them.
 - Encouraging students to participate in other curricular activities.
 - Actively indulge in team work, attend staff meetings to support the smooth running and administration of school.
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EDUCATION PROFILE:

ACADEMIC QUALIFICATIONS

- SSC Passed with 1st class in (March 2006-07) From Kolhapur Board
- HSC Passed with 1st class in (March 2008-09) From Kolhapur Board
- BSc. (Chemistry) Passed with 1st class in (Oct2012-13) From Mumbai University

TECHNICAL QUALIFICATION

- MS-CIT Course
- Diploma Course in Software Application.
- Typing Speed – 30 wpm

INTEREST

Intense reading on various subjects, analyze situations and activates taking place around me, writing, identifying the jinx behind subjects and interpreting it in a very simple manner.

QUALITIES

- Analytical and critical thinking, problem solving, emotionally stable.
- Excellent written and verbal communication skills.

EXTRA CURRICULAR ACTIVITES

- Participated in Dance, Drawing, Quiz Competition.
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PERSONAL INFORMATION

Name : Miss. SAILEE PRADEEP KORGAONKAR.

Nationality : Indian

Date of birth : 22nd Nov. 1991

Hobbies : Painting , Dancing, and Photography

Marital Status : Single

Sex : Female

Permanent Address : F-292/K Sarvodaya Nagar, New Salaiwada, Tal-Sawantwadi, Dist.-
Sindhudurg, Maharashtra 416510.

Languages Known : English, Hindi, Marathi & Konkani.

I hereby declare that above information & particular are true and correct to best of my Knowledge.

Date:

Place: Mumbai

(Ms. SAILEE KORGAONKAR)

