

Ashwini Nitesh Chavan

Room 109, Shreyas Park
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Objective:

Highly motivated and detail-oriented professional with a strong background in customer service, data entry, and event scheduling. Seeking to leverage exceptional organizational and communication skills to contribute effectively as a Customer Service Representative and Data Entry Specialist.

Professional Experience:

Data Entry Specialist / Customer Service Representative / Event Scheduler BJP Maharashtra for last 7 years. [September, 2016] – At Present.

- Efficiently entered and verified data while maintaining high levels of accuracy and attention to detail.
- Provided exceptional customer service by addressing inquiries, resolving complaints, and processing orders promptly.
- Coordinated business events, including scheduling, agenda planning, and communication with stakeholders.
- Managed event calendars and schedules to ensure timely execution of all activities.
- Demonstrated adaptability and versatility in handling multiple roles within the organization.

Education:

- Completed B. Com from Mumbai University in 2015
- Completed XII from Mumbai University 2011
- Completed X from Mumbai University in 2008

Skills:

- Strong attention to detail and accuracy in data entry
- Excellent communication and interpersonal skills
- Ability to multitask and prioritize in a fast-paced environment
- Organizational skills and ability to coordinate complex schedules
- Familiarity with event planning and coordination processes

Personal Details:

- Date of Birth - 31/12/1991
- Marital Status – Married
- Language – Marathi, Hindi, English