

Ashwini Nitesh Chavan

109/4th Floor, 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 / Customer Service Representative / Receptionist at BJP Maharashtra Office

September 2016 - Present

- Efficiently entered and verified data while maintaining high levels of accuracy and attention to detail.
 - Provided exceptional customer service by addressing inquiries and resolving complaints
 - Coordinated business events, including scheduling, agenda planning, and communication with stakeholders throughout Maharashtra.
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Education

- **B.Com**, Mumbai University, 2015
 - **XII**, Mumbai University, 2011
 - **X**, Mumbai University, 2008
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Computer Skills

- Tally ERP 9.1 (Jan 2011)
 - Advanced Excel
 - English and Marathi Typing Speed: 30 W.P.M (May 2011)
 - Excellent communication and interpersonal skills
 - Strong attention to detail and accuracy in data entry
 - Organizational skills and ability to coordinate complex schedules
 - Familiarity with event planning and coordination processes
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Personal Details

- **Date of Birth:** 31/12/1991
- **Marital Status:** Married
- **Languages:** Marathi, Hindi, English