

CURRICULUM VITAE

SWEETY MOTHGARE

Email.ID:sweety.vishnu@gmail.com

ADD = #48 Kamakhshi Layout Gottigere Near Bramhakumari Asharama Bannerghatta Road
Bangalore -560083

MOBILE.9765909206/8861577069

CAREER OBJECTIVE

Seeking a challenging position where I can apply my knowledge, gain relevant experience and further enhance my skills with continuous improvement

SPECIALTIES

Office management, Good Coordination skills, Computer savvy, Good Team Player

QUALIFICATION

- Bachelor in Commerce
- Pursuing Fashion Designing Umang Institute of Technology .Nagpur
- Computer Skills & Applications –MS office & MscIt Web browsing

EXPERIENCE

- Worked with R.K. Builders & Developer As a Coordinator And Marketing from may 2011 to sep 2012
- Mitcon Consultancy & Engineering Services Ltd in Nagpur As a Coordinator Computer Operator from June 2013 to jan 2015
- Max land Group Builders & Developer in Nagpur As a Marketing Computer Operator from Dec 2015 to Nov 2017
- After marriage in work from home typing work

PERSONAL SKILL

- Honesty
- Team spirit
- Accepting challenges

NATURE OF WORK DONE

- Assisting and coordinating with various agencies for the day to day operation
- Coordinating with sales & marketing team and assist them for day to day activities
- Generating report and submit to the concerned on timely basis
- To Maintain stock and control of office stationery /Equipments and follow up with purchase for timely procurement
- Documentation of document and submission the relevant authorities with proper follow up

- Catering customer requirement and taking feedback from them and update the same to concerned.
- Responsible in achieving good customer satisfaction by providing timeline based services.

PERSONAL PROFILE

- Father 's Name : Mr.Sajan Motghare
- Date of birth : 21.09.1985
- Sex : Female
- Marital status : Married
- Languages known : Hindi English Marathi
- Nationality : Indian

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned details.

Date:

Place: Bangalore

Sweety Motghare

CURRICULUM VITAE

Sujata Gedam

Email.ID:sujatagedam@gmail.com

ADD = #48 Kamakhshi Layout Gottigere Near Bramhakumari Asharama Bannerghatta Road
Bangalore -560083

MOBILE.9673244570

CAREER OBJECTIVE

Seeking a challenging position where I can apply my knowledge, gain relevant experience and further enhance my skills with continuous improvement

SPECIALTIES

Office management, Good Coordination skills, Computer savvy, Good Team Player

QUALIFICATION

- 10 th pass
- Computer Skills & Applications –MS office

EXPERIENCE

- Skoda car accessories company as housekeeping department

PERSONAL SKILL

- Honesty
- Team spirit

PERSONAL PROFILE

- husband's Name : Nitin gedam
- Date of birth : 09.03.1985
- Sex : Female
- Marital status : Married
- Languages known : Hindi English Marathi
- Nationality : Indian

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned details.

Date:

Place: Bangalore

Sujata Gedam