

# Amruta Ashok More

**Date of Birth**  
13-01-1995

**ADDRESS -**  
Radha Niwas, 2/13, Malpa  
Hill No. 1, Azad Road,  
Andheri (E) Mumbai 400  
093

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## OBJECTIVE

To ensure challenging position in a growing organisation where I would be able to utilize my capabilities to the best extend and in the process add value to the organisation and my career.

## Education

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**2010** – Passed SSC from Maharashtra board with 65.45%  
**2012** – Passed HSC from Maharashtra board with 56.33%  
**2015** - Passed T.Y.B.com from Mumbai University with 56.08%

## Other information

<b>Languages :</b>	
Marathi	Native Speaker
Hindi	Intermediate
English	Beginner

## More information

MS-CIT  
Basic Tally  
Typing – 35WPM

## WORK EXPERIENCE

### CELESTIAL FINCON

Data Entry Operator & Telecaller

Worked for 8 Months

- ❖ Out-bound Calls; Average 20-30 call per day
- ❖ Ask Personal and official details about customer for HDFC credit card which client has applied for and update those details in given form while talking to the customer
- ❖ Performed general office duties and administrative tasks.

## **CHATURVEDI AND KOTECHA**

### Audit Executive

#### Worked for 6 Months

- ❖ Concurrent Audit (monthly) - examination of the financial transactions at the time of happening or parallel with the transaction.
- ❖ To ensure timely detection of irregularities and lapses.
- ❖ To ensure the books of accounts presented to the regulators and public are true and fair

## **THOMAS COOK TOURS AND TRAVELS LTD.**

### Customer Service Executive

#### Worked for 1 Year and 6 Months

- ❖ Interact with Customer through Phone and Via E-mail need to solve queries of customer about packages
- ❖ Explain Booked Packages to customer and guidance for further procedure

### **HOBBIES:**

Reading Books, Drawing, writing