

OBJECTIVE

To work with a result oriented company, which gives me an opportunity to exploit my talent so that I learn and grow with the industry and contribute towards its progress.

I enjoy a keen inclination for any job calling for in depth involvement & trouble-shooting, at the organizational level.

PERSONAL PROFILE

Name : Tanvi Ravindra Pandit

Date of Birth : January 31,1989.

Marital Status : Unmarried.

Sex: : Female

CONTACT

Address : A/202, Avishkar, Ambadi Road,
Near Kalpana Hospital,
Vasai (West).

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0250 – 2334318 (R)

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ACADEMIC PROFILE

- 1 Graduation - From St. Gonsalo Garcia College,Vasai.
- 2 HSC - From New English College ,Vasai.
- 3 SSC - From Carmelite Convent English High School,Vasai

ADDITIONAL QUALIFICATIONS

1. Computer Application:
MS-Word, MS Excel, MS PowerPoint

WORK EXPERIENCE

Omkar Engineering Pvt Ltd.

(From Jan-2011 till March 2013)

Designation – Worked as an associate.

Job Profile: Data Entry and follow up with the clients.

Epicenter Technologies Pvt Ltd.

(From May-2013 till June 2015)

Designation – Worked as an Customer Service Executive

Job Profile: Handling calls and solving the customer complaints and queries.

STRENGTHS

- 1 Confident, Hardworking and Self Motivate.
- 2 Teamwork.

