

Sarita Gaud

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Career Objective

- ❖ Working for the greatest opportunity to work for a reputed company.
- ❖ Seeking a challenging position to utilize the best of my abilities and help Enhance my skills further and learn more and more. Ability to work hard, punctual & disciplined.

Academic Qualification

- ❖ Higher Secondary College passed in 2011
- ❖ Bsc(maths) passed from sathaye college in 2014

Professional Experience

- ❖ Workded in Shenmen wellness center as a assistant manager
- ❖ Worked with M/s. Sachin Karnakar Andheri(w) Mumbai as a Receptionist cum Computer Operator from January 2015 to February 2016.
- ❖ Currently working with Welcome Cure Pvt Ltd as a Patient Care Executive

Experience in the above companies

- Prepared manual register for clients.
- Entries for outward & inward Register.
- Office staff attendance entries in computer system.
- Handling for outgoing calls & incoming calls.
- Managing Meeting with clients.
- Handling for Customer Billing & payment collection.
- Data Entries for Customer details in Computer.
- Email sending & incoming mail Answer.
- Letter Drafting & typing in word sheet.
- Worked in Microsoft office.
- Worked in Excel Sheet also and familiar with Excel Formulas.
- Basic Knowledge in accounting package "Tally".
- Experience in Microsoft outlook also for sending & replying to incoming email.
- Browsing over Internet i.e. Google, yahoo etc.

- Having marketing skill
- Pitching client
- Knowledge of medical field related skin, hair and weight loss
- Handling account
- Keeping account of product
- Inbound & Outbound Sales

Personal Details

Date of Birth. : 18 August 1993
 Nationality : Indian
 Address : Punjabi chawl room no 803 juhu Gali near Susana dargarh.
 andheri west, Mumbai :58

Email : Sgaud65@gmail.com
 Status : Single
 Language Known : English, Hindi, Marathi.

Interest

❖ Singing, Music, Veg. Cooking, Reading English News Paper & Short Stories.

Computer Skills

❖ Good Working knowledge in Win '98, Win 'XP, Ms-Word, Ms-Excel, Ms-PowerPoint, And Internet), Billing in software, Networking, Email in Microsoft office.