

PRADNYA . VIKRAM . SALIAN.

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OBJECTIVE

To Secure a challenging position in a reputable organization to expand my learnings , knowledge , and skills. To be a part of organization where the management structure recognizes and rewards loyalty , honesty, hard work and ambition of an employee by providing growth opportunities and necessary infrastructure that could contribute towards the success of the company.

EDUCATION

ST. JEROME CONVENTHIGH SCHOOL.

Passed out SSC from
MaharashtraBoard with
80.20% in the year 2016.

NIRMALA MEMORIAL FOUNDATION COLLEGE

Passed out HSC from
Maharashtra Board in Science
Stream with 54% in the year
2018.

SHRI.PARMESHWARI DURGADUTTIBREWALA LIONS JUHU COLLEGE

Passed out FYBMS in the
Year 2020 .
And passed out SYBMS in
the year 2021.
Pursued TYBMS awaiting for
the results.

EXPERIENCE

• [VIRAJ ACADEMY] • [TEACHER]

FROM May 2018- June 2019

*Worked For 1year with Viraj Academy as a
Teacher*

My Job Responsibility was to :

- *Teach all the subjects to the students of primary, secondary and higher secondary batch.*
- *Preparing lesson plans and educating students at all level*
- *Also assigning homework, grading tests, etc.*
- *To Supervise classes of particular batch.*

• [FUTSTEP PROFESSIONAL SHOE CARE] • [CUSTOMER SERVICE REPRESENTATIVE]

• From November 2019 –February 2020

*Worked For 4 Months With Futstep Professional
Shoe Care as a Customer Service
Representative.*

My Job Responsibility was to :

- *Making outgoing calls to existing customers for generating orders.*
- *Look Forth After the Scheme Provided to customers*
- *To solve the customers queries via call and chat , mail.*
- *To Coordinate with the Logistics Team .*

• **[JSB Builders] • [Receptionist / CRM Executive]**

From February 2021 – September 2021

Worked For 8 Months With JSB Builder as a Receptionist & CRM Executive.

My Job Responsibility was to :

- *Greeting the Clients.*
- *Answering the calls and Filing of the Visitor form by clients.*
- *To look after the Attendance Record.*
- *Look Forth After Clients Outstanding ,Receipt Generate and demand ,*
- *To Look after Clients Disbursement Documents Procedure .*
- *To Update ERP Software..*
- *Follow-up with the clients for the registration procedure.*
- *To Look after Possession procedure & Rental procedure of Clients*
- *To make Bills of vendors sometimes as per requirement, etc.*

• **[Square Yards Consulting Private Limited] • [Admin Executive]**

From September 2021- February 2022.

My Job Responsibility was to :

- *Manage office supplies stock and place orders.*
- *Prepare regular reports on expenses and office budgets.*
- *Maintain and update company databases.*
- *Organize a filing system for important and confidential company documents.*
- *Answer queries by employees and clients.*
- *Arrange travel and accommodations.*
- *Schedule in-house and external events ,etc.*
- *To look after the FNF of associates on monthly basis.*
- *To look after the recruitment of support team.*
- *Creation of PR , follow up for PO approval & payment follow up with finance team.*
- *Vendor management & to look after the AMC's of office,etc.*
- *To coordinate with VP for scheduling of meetings , festive functions , etc.*

- [Macrotech Developers Pvt Ltd – Lodha Group]
- [GRE Cum Admin Executive]

From February 2022 - April 2022

My Job Responsibility was to :

- *To look after maintaining of cleaning process of Sales Gallery as per the standards mentioned.*
- *To Brief the Housekeeping , pantry team& hostess of daily work schedule.*
- *To look after the hostess & support team grooming standards.*
- *To coordinate with Sales Site Head & Market Head with work assigned.*
- *Allocation of client to CM according to the roster.*
- *Manage office supplies stock and place orders.*
- *Prepare regular reports on expenses and office budgets.*
- *Maintain and update company databases.*
- *Organize a filing system for important and confidential company documents.*
- *Answer queries by employees and clients.*
- *To look forth of vendor management , etc.*

KEY SKILLS —

SOFT SKILLS

- Teamwork.
- Responsibility Skills.
- Communication Skills.
- Grasping Power.
- Customer Service.

HARD SKILLS

- 30 wpm Typing speed.
- Microsoft Excel
- Microsoft Word.
- Power Point Presentation.
- ERP Software.
- Internet Surfing
- Email.

PERSONAL INFORMATION

- Date Of Birth : **05/01/2002.**
- Gender : **Female.**
- Nationality : **Indian.**
- Religion : **Hindu.**
- Marital Status : **Single.**
- Languages Known : **Hindi , Marathi , English.**

I hereby declare that above mentioned information is correct up to my knowledge and I bear responsibility for the above mentioned particulars.

DATE :

PLACE : MUMBAI.

[PRADNYA VIKRAM SALIAN]