

Vinisha Jadhav

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Personal Statement

A highly motivated and hardworking individual, who has recently completed Graduate Diploma in Information Technology.

I am looking for a full time job opportunity which would enhance my work experience in New Zealand. I am passionate about working in a customer service role.

Willing to relocate: Anywhere

WORK EXPERIENCE

Customer Service

Edelweiss Tokio Life Insurance

Executive

October 2013- February 2015

Key Responsibilities: Working with Life Insurance for Customer service with zero escalation of customer complaints
Answers inquiries by clarifying desired information; researching, locating, and providing information.

Customer Service

Sidekicker

Auckland City, Auckland - July 2017 to January 2018

Key responsibilities: Working at VIP lounge with Auckland's largest stadium looking after guests, greeting them. Serving them food and drinks.

Brand Ambassador

QMS Media - Auckland City, Auckland

March 2017 to January 2018

Key responsibilities: Customer Service, Sales and Support

Collecting data to input in database and building reports on behalf of Auckland Transport, assisting in organising marketing events. CRM entry

Waitstaff

Little India Restaurant - Auckland City, Auckland

December 2016 to August 2017

Key Responsibilities: Advise them with the best food and best wine if they ask for suggestions. Taking orders and serving them on the table and also mentioning which dish is what. Checking whether everything works well in the dining area also attending tables. Resolving issues and guaranteeing cleanliness.

EDUCATION

Graduate Diploma in Information Technology in Information Technology

Whitireia Polytechnic Community
2017 to August 2017

Bachelors in Computer Applications in Computer Applications

Vinayaka Missions University
June 2010 to July 2013

SKILLS

Microsoft Office, C#, ASP.NET, MYSQL, SCRUM, CRM (2 years)

LINKS <https://www.linkedin.com/in/vinisha-jadhav>

ADDITIONAL INFORMATION

Strong personal commitment to delivering quality solutions and exceeding user expectations
Attention to detail, methodical and I find solutions quickly
Reliable, mature approach with a positive outlook and confident manner
I am quick to adapt to new work environment

Excellent team player
Good Communication skills, fluent in English, Positive and engaging attitude Strong time management and organisational skills
Successful interaction with customers and co-workers in a passionate and outgoing manner.
Neat and polished appearance.
Motivation and dedication.

RELEVANT CAPABILITIES

Excellent team player
Ability to follow company safety standards
Good Communication skills, fluent in English, Positive and engaging attitude
Strong time management and organisational skills

Interests and hobbies

Amid Traveller and explorer.