

KUMUDINI SHINDE

OBJECTIVE Seeking a quality environment where my skills and knowledge can be shared and enriched, to work in a progressive work culture with all freedom to be creative and innovative.

COMPUTER & OTHER SKILLS

- Languages known
 - English, Hindi, Marathi & Gujarati
 - Can fluently speak, read and write
- Shorthand Speed
 - English – 60 WPM
- Computer Typing Speed
 - English – 60 WPM
 - Hindi – 40 WPM (*DOE Keyboard*)
 - Marathi – 40 WPM (*DOE Keyboard*)
 - Gujarati – 40 WPM (*DOE Keyboard*)
- Computer Proficiency
 - Page Maker, InDesign, Photoshop, Corel Draw
 - MS Word, MS Excel, MS PowerPoint, MS Outlook
 - Internet, Web Research, Social Media
- Soft Skills
 - Am fast learner
 - Able to cope up with workload
 - Easily adoptable with new environment
 - Enthusiastic in learning new Software/Technology

WORK HISTORY

INFOANALYTICA INC

Working as "PROCESS ASSOCIATE" from January 2019 – April 2019

Address : 5th & 6th Floor, A Wing, Westgate, Beside YMCA Club, Sarkhej - Gandhinagar Hwy, Makarba, Ahmedabad, Gujarat 380015.

InfoAnalytica Inc. is a global provider of B2B Demand Gen and Marketing Analytics & Consulting to some of the world's leading enterprises. Powered by its proprietary demand gen engine and coupled with unmatched sales and marketing intelligence derived through unique data sciences and business analytics techniques, infoAnalytica helps, enterprises drive net new customer acquisitions and run successful demand gen campaigns at significantly lower cost.

- **Roles & Responsibilities:**
 - Web Research / Data Entry

VISHEE INFOTECH

Working as "WEB PROCESS ASSOCIATE" from September 2018 – December 2018

Address: E-402, 4th Floor, Shivalik Arcade, Nr. Shivranjani Cross Roads, Ahmedabad.

VISHEE INFOTECH is a global organization offering a wide-range of outsourcing services like Data Entry, Data Processing and Conversion, Image Retouching, Transcription, Video Editing, etc. to their clients worldwide.

- **Roles & Responsibilities:**

- Web Research
- Data Entry.

TSG SOLUTIONS PVT. LTD.

Worked as "BACKEND OFFICE EXECUTIVE" from June 2018 – July 2018

Address: 401/C, 4th Floor, Rajtilak Plaza, Bopal, Ahmedabad.

TEAM SYNERGIAN SOLUTIONS PVT. LTD. is a BPO firm offering BPO services to international clients.

- **Roles & Responsibilities:**

- Web Research and Data Entry.

K. PRAVINCHANDRA ASSOCIATES

Worked as "BACK OFFICE ASSISTANT" from September 2016 – May 2018

Address: 1, Hari Har Park Society, Nr. Old High Court, Navrangpura, Ahmedabad – 380009.

K. PRAVINCHANDRA ASSOCIATES is a networked professional service firm comprising of Business Process Outsourcing and Chartered Accountant's Firm. It is one of the most recruited firm in the area of Credit and Risk Management.

- **Roles & Responsibilities:**

- Handling client and vendor communication through email and phone.
- Co-ordinating with Field Executives and the updating report.
- Preparing Verification Reports.
- Online and offline data entry.

FREELANCER (WORK FROM HOME)

Worked as freelancer from February 2014 – July 2016

During this tenure I've worked in many different kind of projects for a BPO/ITES company. I've successfully completed projects for online/offline data entry (handwritten/typewritten source), data conversion, web research, data mining etc. etc.

INTER SPACE DESIGNS PVT. LTD.

Worked as "Front-Desk-Admin Executive" from July 2013 – November 2013

Address: 31, Shival, Opp. Rajpath Club, S. G. Highway, Ahmedabad.

INTER SPACE DESIGNS PVT. LTD. is a design led, multi-disciplinary interior and product design company specializing in manipulation and creation of physical spaces, graphic landscapes, spatial and temporal relationships and products to enhance lifestyle.

At the helm of affairs is a team of professional architects & designers who have graduated from National Institute of Design & School of Architecture, Ahmedabad. The directors of the company have been practicing architecture & interior design consultancy since the last 25 years.

- **Roles & Responsibilities:**

- Handling client and vendor communication through email and phone.
- Communicating with vendor for raw materials purchase and delivery schedule, Preparing letters, quotation, vouchers, invoice, cheque etc.
- Other miscellaneous work like filling, maintaining purchase & sales bills, scanning and printing, taking messages for Director, housekeeping and other admin. Works etc. etc.
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RADIANT SAFEDOORS PVT. LTD

Worked as "Office Assistant" from July 2012 – May 2013

Address: 308, Harekrishna Complex, Nr. Kothwala Flats, Paldi, Ahmedabad

RADIANT SAFE DOORS PVT. LTD. is India's planner manufacturer of Fire Doors since 1985. They manufacture Fire Doors as per B. S. standards is ISO 9001-2008 certificate. They manufacture various types of fire doors (hinged-single/double leaf, sliding-automatic/non-automatic) with excellence & unique combination of integrity, stability & insulation, conforming to national & international standards.

- **Roles & Responsibilities:**

- Handling client and vendor communication through email and phone
- Preparing letters, quotation, vouchers, invoice, cheque etc.
- Maintaining Ledger Book and other internal registers
- Other miscellaneous work like filling, maintaining purchase & sales bills, scanning and printing, taking messages for Director etc. etc.

FREELANCER (WORK FROM HOME)

Worked as freelancer for five years from Jan 2007 – Dec 2011

During this tenure I've worked in many different kind of projects for a BPO/ITES company. I've successfully completed projects for online/offline data entry (handwritten/typewritten source), data conversion, web research, data mining etc. etc.

RAINBOW COMPUTERS

Worked as "Graphic Designer / Office Assistant" from Jan 1999 – May 2000

Address: 7, 4th Floor, Ravi Chambers, Salapose Road, Ahmedabad -380 001

Rainbow Computers is a Desktop Publishing and Printing company since May 1997. Their main line of business is supplying preprinted stationeries in various offices of Bharat Sanchar Nigam Limited (BSNL) in all cities of Gujarat.

- **Roles & Responsibilities:**

- Composing visiting cards, invitation and wedding cards, letterheads, etc.
- Maintaining printed stationeries stock
- Communicating with suppliers and ensuring the delivery schedules
- Filling and other clerical works

KASHIPAREKH & ASSOCIATES

Worked as "Steno Typist / Computer Operator" from Oct 1994 – Dec 1998

Address: Akshay Apartment, High Court Lane, Income Tax, Ahmedabad.

Kashiparekh & Associates in Income Tax is a leading provider of Financial Products & Services in

Ahmedabad. Kashiparekh offers services like Consultancy in Income Tax, Sales Tax, Service Tax, Company law matters and Audit under Companies Act, Income Tax and Gujarat VAT Act, etc to various type of Industries such as Chemical, Metal, Engineering, Hotels, healthcare, Automobile, Media & Entertainment, software, BPO companies and Financial & Educational Institutions, etc.

- **Roles & Responsibilities:**
 - Typing dictated letters by Director
 - Communicating with clients through phone and post
 - Preparing quotation, vouchers, invoice, cheque
 - Filling and other clerical works

CPM CORPORATION

Working as "Steno Typist / Secretary" from Apr1994 – Sep1994

Address: 128, Hira-Panna Complex, Relief Road, Ahmedabad – 380 001

CPM Corporation is engaged in business of Screw, Fasteners, High Tensile Nuts & Bolts, Nuts & Fasteners, Screw Machine Products since many years and operates from their office at Saraspur. They maintains good quality of their products with wide experience.

- **Roles & Responsibilities:**
 - Typing dictated letters by Director
 - Filling and other clerical works

EDUCATION

HIGHER SECONDARY

Completed from "Sabarmati Hindi High School" from Chandkheda, Ahmedabad in March 1997

DIPLOMA IN STENOGRAPHY & SECRETARIAL PRACTICE

Certified by "Centre for Management and Career Planning" from Paldi, Ahmedabad. It includes English Shorthand, Secretarial Duties, Business English, Business Communication and Computer Awareness.

DESKTOP PUBLISHING

Certified by "Apex Training Center" from Chandkheda, Ahmedabad. It includes the training of Page Maker, Corel Draw and Photoshop

PERSONAL DETAILS

DATE OF BIRTH	6TH OCTOBER 1977
GENDER	FEMALE
MARITAL STATUS	MARRIED
NATIONALITY	INDIAN

REFERENCES

CHAMPAK POL

Project Manager at Hi-Tech Outsourcing Services

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EXPECTED SALARY

NEGOTIABLE