

## **RESUME**

**Mrs. Selina Sandeep Ghatge.**  
**Classica Heights, Flat No 301,**  
**Shree Nagar, Lane No 2, Pimple Gurav,**  
**Pune – 411027**  
**Email- gselinas777@gmail.com**  
**Mob No- 7768001717**

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### **OBJECTIVE:**

Looking forward to work as office In Charge in progressive and challenging environment, Which demands extra Analytical skills accelerating my professional growth, where I can enhance my skills and potential to the best and exploit them to create new avenues.

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### **QUALIFICATION:**

Sr No	Exam Passes	Board/ University
1	SSC	Silchar University
2	HSC	Silchar University
3	B A	Silchar University

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### **PROFFESIONAL SUMMARY:**

**01. Worked with INS Organization as a Data Entry & Administration for 2.10 years.**

- Back office responsibility
- Maintenance of company Canteen administration
- Employees transport administration
- Repairs & maintenance of office equipment's
- Repairs & Maintenance of company vehicle
- Employee Travel Bookings
- Company Events Arrangements.

**02. Worked with JCB India Ltd as a Administration in Facilities Department for 3.5 years.**

**Organization Profile:** JCB is the fifth largest manufacturer of construction equipment Organization in the world. Started in 1945 by Joseph Cyril Bamford in a lock of garage. The company employs more than 5000 people, produces over 180 different models on 4 different continents with bases in the UK, USA, India and South America. It also sells a full range of equipment in over 150 countries.

- Attending Calls from the Customers
- Arranging meeting with Customers
- Taking MOM ( Minutes of Meeting)
- Drafting letters & Documents
- Booking Flight Tickets, Accommodation & Cab

- Handling Office Files
- Reverting all mails to Customer
- Assisting on day to day records with rest of the department
- Generating PR & Purchases of Materials
- Event Arrangements
- Reporting to HOD Facilities

**03. Working with FM India Supply Chains Pvt Ltd (Spear Logistics) as a Front Office Executive from Sept\_17 to Till Date.**

- Reverting all mails.
- Generating EAF & Purchases of Materials
- Attending Calls from the Customers
- Housekeeping Management
- Bookings Flight Tickets, Accommodation & Cab.
- Attending Guests from France & Arrangements of their Lunch, Dinner etc.
- Stationary Management
- Event Arrangements
- Petty Cash Handling
- Maintaining each and every report in MIS
- Arrangements for MRM Meeting (Monthly Review Meeting)
- Reporting to HR Manager at EOD

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**STRENGTHS:**

- Positive attitude
- Good Communication Skills
- Customer Handling
- Team Work
- Takes Initiative and works independently or as part of a group.

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**SOFTWARE KNOWN:**

- MS-office – 2000, XP. XP-2007
- Tally 7.2
- Fox Pro
- Internet Surfing

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**ACHIEVEMENTS:**

- Best Athlete of School

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**HOBBIES:**

- Reading
  - Art & Craft
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**PERSONAL DETAILS:**

**Name** : Mrs. Selina Sandeep Ghatge  
**Date of Birth** : 8<sup>th</sup> April  
**Email** : gselinas777@gmail.com  
**Contact No.** : +917768001717  
**Marital Status** : Married  
**Nationality** : Indian  
**Languages Known:** English, Hindi, Bengali and Marathi

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**I hereby declare that the information given above is true to the best of my knowledge.**

**Date:**

**Yours Faithfully.**

**Place: Pune**

**Selina Sandeep Ghatge**