**Mrs. ANJALI A. BHATE.**

### B-3 ,Debonair Society

Almeda Road,Chandanwadi

Thane (W)

### Mobile No :-7045579898

### E-mail id:anjaligg212@gmail.com

## ASPIRATION:

- To be an outstanding professional with a commitment of continuous learning and self-development.

- A Career, which is performance based, thereby providing an opportunity to play a meaningful role in shaping future of the organization.

**TOTAL WORK EXPERIENCE: 07Years.**

**Currently working at Pla Electro Appliance from Nov 2017 to till date**

**Worked in Meganet Infosolution As sales executive**

**Dev Consultancy (Marg software) Nasik As a Office Assistant**

Joining Date: 18 October 2015 to 1st April 2017

**WORK PROFILE IN DETAILS:**

* Online Customer Support.
* Keeping the up-to-date records for the Day to day Talecalling
* Interaction to Customers.
* Attending the Telephonic calls
* Handling the General Back Office Correspondence routine work regularly

**MedisynthPharmaceuticals Private Limited.**

**Industry Type: Pharmaceuticals&Healthcare Industry.**

Designation: Office Administrator.

Department: Marketing & Sales.

Joining Date: 01st October 2009 to 23rd July 2013.

**WORK PROFILE IN DETAILS:**

* Maintaining Daily Marketing & Sales Reports regularly.
* Keeping the up-to-date records for the Day to day expenses of the marketing &salesteam regularly.
* Verifying the Balance expense sheets of the sales team on weekly basis & submitting the expense reports on quarterly basis.
* Preparing the outstanding Marketing &Sales reports on a quarterly basis on MS- EXCEL.
* Attending the Telephonic sales calls as and when it is required.
* Handling theGeneral Back Office Correspondence routine work regularly.
* To assist and mentor colleagues and share experience where appropriate in meeting SLA (Service Level agreement).

# Intel Computer Education Institute.

Designation: Office In-Charge cum Computer Teacher.

Period of Service : Year 2006- 2007.

**WORK PROFILEIN DETAILS:**

* Handling the Batches of the 25 students regularly.
* Teaching MS- Office, MS-CIT, & basic computer related courses.
* Maintaining the up-to- date records of student’s fees & other back office routine activities.
* Handling all the Day-to-day office correspondence work regularly.
* Handling cash records.
* Maintaining the accounts related books.
* Other bank related activities.

**EDUCATIONAL QUALIFICATION:**

* + Master of Arts (Part I) Passed in May 2004 Examination from University of Pune.
* Bachelor of Arts Degree with specialization in History Subject
* Passed in March 2003Examination with second class from Mumbai University.
  + H.S.C. passed in March 2000 Examination with Second Class from Mumbai University.
  + S.S.C. passed in March 1998 Examination with Second Class from Mumbai University.

**COMPUTER PROFICIENCY**

* Operating System : DOS, Windows XP & Outlook Express 6
* Packages Worked on :Ms Office [Word, Excel & PowerPoint] Good Knowledge of Internet
* Have successfully Completed MS- CIT Course.
* Oracle 9i Version is completed from NIIT Computer Software Institute.

**PERSONAL DETAILS**

Date of Birth : 02nd Dec.1980

Age : 35yrs

Sex : Female

Marital Status : Married

Nationality : Indian

Languages Known : English, Hindi & Marathi

Hobbies : Listening Music & reading book, Cooking Food.

**Yours Sincerely,**

**(ANJALI AMOL BHATE)**