

# Pratima Sonawane Here

✉ sonavanepratima83@gmail.com

☎ +91 915 229 0136



## Education

- 2021    📖    **12th Grade, Patuck College**  
Percentage: 61%
- 2024    📖    **B.Sc. Computer Science, Mumbai University**  
CGPA: 3.9/4.0

## Experience

### Dental Assistant & Receptionist, Pinnacle Dental Clinic

*Responsibilities:* Assisted in dental procedures, managed patient records, scheduled appointments, and ensured smooth reception operations.

### Receptionist & Back Office Assistant, Cyber Tech

*Responsibilities:* Managed front desk operations, entered and updated data into systems, assisted in communication and coordination between departments.

## Skills

- Languages    📖    English, Marathi and Hindi
- Software    📖    MSEXCEL, MSWORD, MS POWERPOINT

## Expertise and Certifications

- Back Office Experience    📖    2021–2023    Back Office Executive, Freelance / Remote
- 📖    Handled administrative tasks including filing, document verification, and internal coordination using MS Office Suite.
- Data Entry Experience    📖    2019–2021    Data Entry Operator, ABC Services, Mumbai
- 📖    Managed and audited large datasets using MS Excel and CRM tools with over 98% accuracy.
- Administrative Skills    📖    Communication, appointment scheduling, front-desk management, record-keeping, document handling
- Languages    📖    English, Marathi, Hindi (spoken and written)
- Tools and Platforms    📖    MS WORD, MS EXCEL, POWERPOINT, Google Docs, Sheets, Zoom, WhatsApp Web, basic Tally

## Expertise and Certifications (continued)

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Certifications	2014	MS-CIT, Pride Institute
	2006	Certified Level 3 in ABC Administration, ABC Training Institute

## Personal Details

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- 📌 **Name:** Pratima Sonawane
- 📌 >Contact: +91 915 229 0136
- 📌 **Email:** sonavanepratima83@gmail.com
- 📌 **Date of Birth:** 3rd December 2002
- 📌 **Age:** 22
- 📌 **Address:** Vakola, Santacruz (East)
- 📌 **Languages Known:** English, Hindi, Marathi