

CURRICULUM VITAE



Varsha pandit

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Mira Road East Thane 401107

Career Objective

- To Work in A Dynamic, Challenging and Competitive environment involving more knowledge gain with effective utilization of my skills and experience and resulting in individual benefit and organization success.

Personal Profile

- An open minded, Graduate in Commerce with a zeal to work hard to achieve the goal put forth. I am highly confident, energetic, friendly & Positive Attitude and comfortable at all level.
- Hardworking, Disciplined, Dedicated, Multitasking, Honest & Sincere.
- Ready to learn good aspects of life and Team player.
- Good interpersonal skill.

Education Qualification`s

Degree	Institute/University	Month/Year of passing	Aggregate Percentage
B.COM	Chetana`s Hazarimal Somani College of Commerce & Eco	2019	Pass Grade
H.S.C	Shri L.P Raval Junior College of Science and Commerce	2015	58.15%
S.C.C	Queen`s Marry High School	2013	53.45%

Other Qualifications

- Basic Computer Programs such as MS Excel, MS Word & Outlook 365
- Well versed with the use of Internet.
- Good communication skills
- Typing 30 w.p.m (English)

Computer Technology Course – CCCT from Maharashtra

Professional Experience`s
Total Exp: - 3yrs 5 months

Company:	ELVI Bardahl India Pvt Ltd.	Domain: - Administrative
Designation:	Sales Co-Ordinator / Receptionist	Location: - Mumbai
Duration:	August 2019	
Responsibilities:	<ul style="list-style-type: none"> ➤ Working as a Sales Coordinator & Handle front Desk activities. ➤ Handling sales orders & Operating ordering Portal for process of Sales orders ➤ Managing all region Orders & processing on same time. ➤ Helping to prepare Proforma Invoice for advance payments. ➤ Operating tally ERP 9 for stocks checking, outstanding & dues of customers and intimate the same. ➤ Checking Invoice copies & Dispatch details of orders. ➤ Handle price list of the entire product. ➤ Making Circulars on discounts given products of Channel partners and arranging the same in a file. ➤ Preparing payment schedule as per the committed by the sales team & Following up with the same to make ensure the payments are receiving on time. ➤ Monitoring and mapping dealership list as per the OEM requirement ➤ Making OEM Sales report as per the instructed by Marketing Head ➤ Visit on field as instructed by Marketing Head. ➤ Screening incoming mails & outgoing mails also sending department wise. ➤ Coordinate Managing Director's schedule including setting appointments and providing any information related products if required. ➤ Making sure to provide the quick response on call and as well as on mail. ➤ Fixed Appointments and scheduled the meetings. ➤ Handle all incoming calls. ➤ Handle biometric machine for incoming & outgoing logging times. ➤ preparing attendance sheet as per the HR Head Manager require. ➤ Control the office supplies state and make sure it is in accordance with office needs. ➤ Maintaining Courier records & Arranged Stationary and keeps records. ➤ Maintaining visitors Register records. ➤ Managing office events and making sure all the things are done properly. ➤ Supervise cleaning crew and cleanliness of office space 	

Company:	CARE ALL LIVES MARKETING Pvt. Ltd.	Domain: Administrative
Designation	Senior Admin Executive Cum Front Office Executive	Location: Mira Road (E)
Duration:	October 2017 to December 2018	
Responsibilities:	<ul style="list-style-type: none"> ➤ Working as a Administrative Executive and front desk. ➤ Coordinate and oversee all office activities. ➤ Asking for orders region wise and dispatching the same ➤ Ensure adherence to relevant company procedures and policies. ➤ Oversee the work of office executive and coordinate with them. ➤ Handle phone calls and all related correspondence ➤ Supervise cleaning crew and cleanliness of office space. ➤ Coordinate and participate in office space planning, maintenance, and renovations when necessary. ➤ Make travel arrangements for the senior managers. ➤ Provide assistant to concern department whenever necessary. ➤ Handling dispatches and doing follow up with same making sure that all consignments are reaching to distributors on time. ➤ Greeting to guest as soon as they arrive to the office 	

Company:	MARKET PULSE	Domain: Data Entry Operator
Designation	Back Office / Marketing Assistant	Location: Mira Road (E)
Duration:	March 2015 to April 2016	
Responsibilities:	<ul style="list-style-type: none"> ➤ Handling Data Entry and Operating the same. ➤ Guiding and doing data entry ➤ Performing general office clerk duties and errands. ➤ Managing filing system. ➤ Updating paperwork, maintaining documents and word processing ➤ Creating, maintaining, and entering information into databases within the dateline. ➤ Calling to customer whenever requires 	

Interests

- Listening to Music, Reading Books, Internet Surfing,
- Cooking, playing carrom & Badminton.
- Love to meet new personalities.

Personal Details

Date of Birth	26.10.1995
Marital Status	Unmarried
Religion	Hindu
Nationality	Indian
Language	English, Hindi, Bengali & Marathi
Passport No	P5295506
Date of Issue	29/11/2016
Date of Expiry	28/11/2026

I hereby declare that all statement made in the application are to complete and correct to the best of my knowledge & belief.

VARSHA PANDIT