



Resume

Mrs. Gayatri Dhotre - Vagal

Email: gayatrisdhotre@yahoo.co.in

Cell: +91 7066972972

Objective

To take on higher responsibilities, perform administrative skills to achieve excellence in customer delivery. Where there is a need for a variety of office management tasks including – computer knowledge, organizational abilities, business intelligence.

Experience

Total experience: 17+years (Specialty on Technical & Corporate Administration)

Expertise, Abilities & Skills

- Technical networking expertise on physical network and administrative end.
- Strong work ethics, hardworking, strong analytical capabilities, team-work oriented.
- Ability to analyze and achieve key results for company.
- A positive attitude towards learning new things.

Work Experience :

1]

Role : LOBBY MANAGER, Administration.

Company : SEHGAL AUTORIDERS PVT.LTD.

Location : Pune, India.

Date : From June 13 2011 to 23 Jan 2012.

Responsibilities on Board:

- Co-ordinate with all departments concerned in order to maintain front office functions properly.
 - Checks tidiness of lobby and public areas, lights and as well as front office staff in proper and orderly appearance and behavior.
 - Supports reception, business center, and cashier. Promotes and maintains good public relations. Motivates and maintains good staff relations.
 - Assigns and Approves Duty roster for all Front desk staffs.
-

2]

Role : **DELIVERY & CUSTOMER SUPPORT SERVICE – ADMIN**
Company : **WNS (World Network Services, Sofotel)**
Department : S.I.T.A
Location : Pune, India
Date : November 17 2008 – June 26 2010.

Responsibilities on Board:

- Managed the entire lead administration campaign for S.I.T.A administration & India operations. Among a team member of 45 representative in India.
 - Experienced in all aspects involved in client calling and query handling
 - Highly creative, resourceful, and professional individual, persistent in bringing closure for client's technical in assigned territory.
-

3]

Role : **OFFICE ADMINISTRATION - HEAD**
Company : **Shri Swami Samarth.**
Department : Administration
Location : Pune, India
Date : May 5 2007 – November 15 2008.

Responsibilities on Board:

- Responsible towards administration and maintenance of business applications and product proposals and Marketing co-ordination for Pune region.
 - Organize the office's operations and procedures by undertaking several administrative tasks like designing and implementing a new filing system.
 - Reporting to Higher management as a lead head for administration functionality and Marketing domain.
-

4]

Role : **OFFICE ADMINISTRATION HEAD**
Company : **Monitor Electronics Ltd**
Department: Administration
Location : Pune, India
Date : March 7 2004 - July 7 2005.

Responsibilities on Board:

- Managing the data inputs & system process that is stored within PA to the office manager so they must ensure that all contacts from third party individuals are processed through them.
 - To arrange & monitor transportation and meetings important for office manager.
 - Ensure that documents, reports, ad presentations are set up prior to in-house meetings & process emails and coordinate effectively.
-

5]

Role : **TECHNICAL SUPERVISOR**
Company : **Kalyani Sharp India Ltd.**
Department: Sharp "PCB Assembly & Technical Department"
Location : Pune, India
Date : May 19 1989 – January 4 2004.

Responsibilities on Board:

Worked as a technician/supervisor - independent PCB line handling, online PCB inspection, PCB alignment & PCB fault finding & repairing.

- To prospective dealers / customers complaints for issues related to Television and other Electronic equipment's and gadgets.
- Identifying opportunities within R&D unit for product stability features.
- Leading the response team for daily & weekly task assigned.

Educational Qualification:

B.A	Ist Class	Pune University
H.S.C	IIInd Class	Pune. (H.S.C Board)
S.S.C.	IIInd Class	Pune. (S.S.C Board)

Academic Credentials – Certifications

- **Electronic Diploma (St. Joseph Institute)**
 - **Completed a course: Master in Network Administration (MNA) at VRL TECH, Solution World, and Authorized training center of WeP (Wipro e-Peripherals).**
 - **Jawed Habib`s certified Diploma course in Hair Dressing**
 - **Sonali Beauty Parlour short course in Beautician.**
 - **Sonali Beauty Parlour Advance course in Beautician.**
 - **VLCC Institute – Chemical Peel**
 - **VLCC Institute – Advance Chemical Peel**
 - **VLCC Institute – Microdermabrasion (MDA)**
-

Overseas Assignments:

1] Successfully completed technical training At SHARP Malaysia for VCR Drum setting & alignment.

2] I have 8 months experience as a Receptionist at PRESIDENT HOTEL [Trade road center, near Karama metro station] in Dubai.

Other Qualification:

- Technical Forte: Well versed with Win.7, MS-Office 2010, and Internet Applications.

Skill Sets

- Microsoft Excel, Power Point & Microsoft Word
- Upgrading Tally ERP9 with GST.
- Adherence to company's objectives for better customer satisfaction.
- Result oriented to task assigned by management team.

Personal Details

- Date of Birth – 05th December' 1970.
- Marital Status – Married
- Languages – English, Marathi, Hindi.
- Hobbies & Interest - Listening Music, Traveling, Cooking etc.

I, hereby declare that the above Information is true to the best of my knowledge and belief.

Thanking you,

(Gayatri Dhotre - Vagal).
