**CURRICULUM VITAE**

***Madhuri Sandip Jadhav .***

*E mail : pawarmadhuri474@gmail.com*

Address:-At post Gulumb Taluka Wai District Satara Maharashtra. 415536

Contact No. +91 8888840208

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| ***OBJECTIVE*** |

To establish myself as a successful person with excellence in terms of achievement, creativity and dedication, so as to join those organization that provide opportunities to learn, grow and improve the scope for implementing my skills in the area of administration thereby enabling me to explore myself fully and realize my potential.

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| ***PERSONAL SKILLS*** |

Comprehensive problem solving abilities, willingness to learn and ability to deal with people diplomatically and able to work in changing environment.

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| CLASS | YEAR OF PASSING | UNIVERCITY | GRADE |
| S.S.C | 2006 | Kolhapur Board | II Class |
| H.S.C | 2008 | Rayat Shikshan Sanstha, Kohlapur | II Class |
| B.A –I | 2009 | Shivaji UniversityKolhapur | II Class |
| B.A –II | 2010 | Shivaji UniversityKolhapur II | II Class |
| B.A –III | 2011 | Shivaji UniversityKolhapur | II Class |

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| ***ACADEMIC PURSUITS*** |

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| ***COMPUTER SKILLS*** |

**SKILLS**

* **MS-CIT Computer Course Completed.**
* **MS word, MS Excel, power point.**
* **Tally 7.2**
* **English Typing.**
* **Marathi Typing.**

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| ***PROFESIONAL EXPERIENCE*** |

Experience Details :

* Worked in **“CADD CENTRE”** as a **“Counselor”** for 1 Year.
* **Duration**: 11 Nov 2011 to 30 Jan 2013.
* **Job Profile :**
* Attend the calls about Enquires of course.

Fill up the students forms.

* Suggest the course and fees structure.
* Data Entry.
* Worked in **“Ventage Safety Services**” as “Office Assistance” for 6 months.
* **Duration**: 1 Feb 2013 to 30 Aug 2013.
* **Job Profile**:
* Make monthly salary vouchers all office staff & Labors.
* Arranging appointments, Interviews and coordinating meeting schedules.
* To maintain an updated mailing list.
* To maintain a proper filing system.
* Data Entry.
* Office routine activities, including filling & maintaining attendance register of Staff/ Labors, Preparing Monthly Salary vouchers, Preparing Quotation, invoice & inquires
* To draft and type correspondences of memo / MOM
* **Worked in “Idea Cellular” as a “Front Desk Executive"[Balaji cellular, Prime communications.]**
* *Salary (Rupees): 8500 /\_ Monthly.*
* Duration: 9 Dec 2013 to 30 Dec 2016
* **Job Profile**
* Handle routine correspondences.
* To maintain and update mailing list.
* To establish and maintain a proper filing system.
* Office management (Stationery requisition, equipment servicing etc.)
* Attending Postpaid & Prepaid Customer.
* Handling customer's queries.
* To Handle customers issue and negotiate softly if necessary.
* Operating Postpaid & Prepaid (Crystal) System. {Punching forms, activating –deactivating VAS services, active plans. Etc.}
* Tele calling for Postpaid Billing & Postpaid Offers
* Marketing postpaid connections & Plans, Net setter, Wi-Fi.
* **Worked In : Chandu kaka saraf jewelers pvt ltd.” as a Sales Executive / Design Coordinator .**
* *Current Salary (Rupees): 15000 /\_ Monthly.*
* Duration: 23rd Jan 2016 to June 2021.
* **Job Profile**
* To prepare design report on monthly basis.
* To Prepare daily stock report for Gold / Silver counter
* To generate daily sales report of Counters.
* Attending counter orders from Customers.
* Handling customer's queries.
* To Handle customers issue and negotiate softly if necessary.
* To handle Office Reception operations smoothly.

**Last Employer :. P and G sons Ltd**

duration: from 21 October 2022 to 12 November 2023

designation. :. Sales Person

 Job profile

* To prepare design report on monthly basis.
* To Prepare daily stock report for Gold / Silver counter
* To generate daily sales report of Counters.
* Attending counter orders from Customers.
* Handling customer's queries.
* To Handle customers issue and negotiate softly if necessary.
* To handle Office Reception operations smoothly.

**Current Employer:. MALABAR GOLD and Diamonds**

duration: from 13 November 2023 till date

Designation. :. Sales executive

 Job profile.

* To Prepare daily stock report for Gold / Silver counter
* To generate daily sales report of Counters.
* Attending counter orders from Customers.
* Handling customer's queries.
* To Handle customers issue and negotiate softly if necessary.
* To handle Office Reception operations smoothly.
* To handle event management [ Indoor outdoor activities ]

Current Salary : 27000/- Gross per Month

 20000/- Net per month

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| **PERSONNEL PROFILE** |

**NAME**: Madhuri Sandip Jadhav.

**Permanent Add:** At Post Gulumb Taluka Wai District Satara. 415536 Maharashtra

**Date of Birth:** 02/10/1986

**Gender:** Female

**Nationality:** Indian.

**Languages know:** Marathi, Hindi, and English.

**Hobbies**: Reading & Listening to Music**.**

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|  ***DECLARATION*** |

I hereby declared that all the details furnished above are true and correct to the best of my knowledge and belief.

Place :

Date : **(Madhuri sandip Jadhav)**