A/P- Kasarsai, Tal- Mulshi, Dist- Pune 410506.

madhurishinde394@gmail.com 8007561823



4 Years of experience as a front Desk Receptionist seeks position offering opportunities for new professional and personal challenges. Self-starter with a positive, can-do attitude who is driven to learn, improve and succeed.



Customer service

Taking initiative to accomplish what needs to be done Problem solving abilities.

* + - Data entry
		- Appointment management
		- Multitasking
		- Microsoft word,Excel,Tally



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| --- | --- | --- | --- | --- | --- |
|  |  | **Co** |  |  |  |
|  |
| B.sc(General) | Nanded University | Maharashtra Mahavidyalaya Nilanga | 2014 | 65% |
| HSC | State Board of Maharashtra | Maharashtra Vidyalaya Aurad(sha) | 2012 | 45% |
| SSC | State Board ofMaharashtra | SamtaVidyalaya | 2009 | 76% |

: Shree Gajanan Battery & Auto Electricals

:April 2020 to May 2022  Office Assistance

: Chaphekar Engineering pvt ltd.

: June 2022 to August 2024

  Receptionist / Office Assistant

* + - Answering phones & greeted guests.
		- Handled filing & record management.
		- Cleaned & maintained the reception area.
		- Scheduled appointments for the Business Department team.
		- Update daily attendance.
		- Checking Transport & Contractors bills.
		- Assisting HR in Audit related documentation and Salary Calculation.

* + - Name : Madhuri Dhanaji Shinde
		- Address : A/P- Kasarsai, Tal- Mulshi,

Dist- Pune 410506

* + - Date of Birth : 06/06/1993
		- Gender : Female
		- Marital Status : Married
		- Interest: Watching Movies, listening songs.
		- Languages Known: Marathi, Hindi, English



I hereby declare that the information written above is true to the best of my knowledge.

Date: (Madhuri Shinde)