

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

[madhurishinde394@gmail.com](mailto: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.

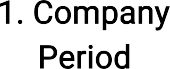


* + - Data entry
    - Appointment management
    - Multitasking
    - Microsoft word,Excel,Tally



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| B.sc(General) | Nanded University | Maharashtra Mahavidyalaya Nilanga | | 2014 | 65% |
| HSC | State Board of Maharashtra | Maharashtra Vidyalaya Aurad(sha) | | 2012 | 45% |
| SSC | State Board of  Maharashtra | Samta  Vidyalaya | | 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)