**RESUME**

**Name :- Mrs. Rekha Khade**

Email Id: - **yrekhakhade@gmail.com**

**Ph. No. 8080901466 / 7744995850**

**Objective:**

To discharge duties and responsibilities efficiently in any challenging environment so as to grow the organization and enhance career prospects.

**Work Experience:-**

1. Worked with **System IT Solutions** for 1year as a Hardware & Networking.
2. Worked with **Sunil Electrical & Engg. Work** for 1year as an Office Assistance.
3. Worked with **Swami** **Vivekanand Public School** for 1 year as a Clerk.
4. Worked with **Perfect Protection (I) Pvt.Ltd.** work for 4 years as a Computer Operator & Store Keeper.
5. Worked with **Bajaj Financial Securities Limited.** Work for 1 years as Customer Relationship Manager

**Job Profile:**

* Attending Phone Calls.
* In absence of the senior handling the staff.
* Payment of employees.
* Handling Cash
* Attending queries of Customer and providing with timely solutions.
* Mail reply
* Quotations
* Stock Handling
* Purchase Order

**Educational Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Year Of Passing** | **School / College** | **Class** |
| S.S.C. | 2001-2002 | New English School  | 2nd Class  |
| H.S.C. | 2003-2004 | New English School  | 2nd Class |
| T.Y.B.A | 2016-2017 | Dr.Babasaheb Abedkar College (Yerwada) | Appeared  |
| DHCN(Diploma) | 2008-2009 | KohinoorTechnical Institute  | 1st Class  |

**Computer Knowledge:**

* Ms Office
* Excel
* MS-CIT

**My Strength :**

I am good team player, willing to take up new assignments, highly flexible. Initiates the procedures, hardworking & prone to learning and grasping new things fast with adaptability.

**Personal Details:**

**Present Address** : C/o. Gani Hasan Atar,

 Sr.No.51, Plot No.191, Dhanori-Pune-411015

**Date of Brith** : 05 July 1986

**Sex** : Female

**Status**  : Married

**Nationality**  : Indian

**Hobbies** : Reading, watching TV, Learning new thing.

**Place**  : Pune.

**Date**  :

**(Rekha Khade)**