

**SAKET APARTMENTS, BUILDING NO.B, FLAT NO. 5,
PATWARDHAN BAUG, KARVE NAGAR,PUNE - 411 052.
Tel No. Cell No. 9921360006**

Personal Information

Summary of Qualification

Work Experience

2.A.V.BHAT & CO. Pune - 1997 To 2000

Responsibilities	<ul style="list-style-type: none"> a) Keeping and Maintaining all Records of the Flat Holders. b) Making Agreements & keeping them ready for execution. c) Documentary support to the customers required for their loan proposals. d) Completing all sales formalities upto handing over possession of the flats to the customers. e) To fulfill monthly recovery target of all sites. f) Giving Enquiry
------------------	--

**3.THE CONSTRUCTION
GROUP, PUNE**

2000 To 2011

- Position Held : **Sales Executive**
- Responsibilities
- a) Keeping and Maintaining all Records of the Flat Holders.
 - b) Making Agreements & keeping them ready for execution.
 - c) Documentary support to the customers required for their loan proposals.
 - d) Completing all sales formalities upto handing over possession of the flats to the customers.
 - e) To fulfill monthly recovery target of all sites.
 - f) Giving Enquiry

**4.MAHINDRA VEHICLE
MFG.LTD.,CHAKAN**

From Feb.2011 To Sept.2013

- Position Held : Officer - HR
- Department : Associate Recruitment / Training
- Responsibilities :
- a) All Joining formalities.
 - b) All Behavioral & cultural Training

**5.M.K.Mehendale Transport
Pune**

Since July 2014

- Position Held : Accountant
- Responsibilities :
- a) Working in Accopunts Dept. using Tally.
 - b) Handling Branch Accounting.

**5.AOC India
Pune**

Since August 2017 to 2018

- Position Held : Receptionist And Administration
- Responsibilities :
- a) Receiving phones & calling
 - b) All admin related work

**6.Dhanashree Stationary
And Xerox shop, Pune**

Since August 2021 to Feb 2024

- Position Held : As a Partner

Computer Literacy

Experience of working in INFO-2007.

Working Knowledge of following Softwares:

Word & Excel & Power Point & Info Package

Languages

English, Hindi, Marathi – read, write and speak.

Hobbies & Interest

Reading, Listening to Indian light music.
