



**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.

-----