

RESUME

SAYALI SUDHIR APTE

Address	Flat no 7 Kudale Patil Park,Sinhgad Road Pune 411051
Contact	8975637226
Email	sayaliapte84@gmail.com
Birth Date	02 March 1998
Work Experience	5 years [1 year in Visa Processing]
Notice Period	1 Month
Salary Expectations	25000 In Hand
Marital status	Single

About Me

Proficiently handled administrative department with office experience, specializing in administrative work, problem solving, planning, and optimal assistance. Known for increasing productivity and relieving workload of managerial staff. Proven efficiency with an ability to quickly learn and navigate any computer software program, or office filing system. I believe in learning new things and exploring .

Experience

Prasanna Holidays

March 2023

Admin and Visa Executive

Provide information to guests about visa processes and documents required for the country of visit. Verify the documents and advise guests about additional documents. Expertise in **USA ,UK ,Australia, New Zeal and Canada Tourist Visas** ,with no rejections .

Pratha by Kavita Koparkar

June 2021- January 2023

Social Media and Shipping Logistics

Effective work on the pros and cons of the firm to grow the business.Working and building team and getting task done . Actively participating in the management decisions.Looking after Social Media Trends to keep ourselves updated.

DeAsra Foundation (Magazine Department)

June 2020 - December 2020

Logistics and Shipping

Handled enquiries and make sure the product gets delivered in given time.Maintained organized statistical and financial records.Ensured compliance with all health and safety regulations.

Appin Technology Lab

January 2019 - December 2019

Sales Executive

Researched target audiences and created lists of people and businesses to reach out to. Formulated an informative audio presentation, and aimed to provide prospective clients with the most valuable information possible .

Education

2020

Modern College of Arts , Science and Commerce

Bcom - 59%

2016

Sinhgad College of Arts Science and Commerce

HSC - 61%

2014

Dnyanganga English Medium School

SSC - 67%

AREAS OF EXPERTISE

Leadership

Creative Thinker

Management & Team Building

Developing Key Partnerships

Public Relations

Organizational Restructuring

Strategic Planning

Market Research & Analysis

Attention to details

Skills List

Hard Skills	Soft Skills
Negotiation	Leadership
Organizational Restructuring	Communication
Market Research	Team Building
Public Relations	Management
Strategic Planning	Reliability