## MRS. CHETNA GUNDECHA NADKARNI

A 803 Vallonia apt, behind Maratha mandir, Bavdhan, Pune -411021 | +91-8275744699| chetnanitinkumar91@gmail.com

## Education

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| * **Diploma in Elementary Education (D.el.ed)**   Daund,India 2017-2019     * **Post Graduate Diploma in Industrial Relationship and Personnel Management**   Chandrapur, India 2016     * **Diploma in Travel tourism:**   **Certification in International Air Transportation Association foundation level.** |
| **Montreal** – Pune, India 2015   * **PG Diploma in Event Management:**   Pune,India 2014 |  |
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| * **Post-Graduation Diploma in Business Management.**   **HR and Marketing –** Chandrapur, India 2013 |  |
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Awarded as a Best student of the year.

Awarded under “Dean’s Honors List”

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| * **Bachelor of Commerce** |  | |
| **Janta College** - Chandrapur, India 2012   * **10th and 12th std** cleared in 1st attempt 2007-2009 | |  |

## Summary

* Dedicated and focused team member who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve projects goals.
* An ambitious and result driven MANAGER with a diverse background of extra-curricular activities & interests.
* A result oriented professional with the proven ability to create an efficient teamwork.
* Exceptionally well-organized, detail-oriented and resourceful. Effective in high pressure situations
* Diplomatic and tactful. Known for initiative and willingness to accept increased responsibility and authority

## Skills

* Microsoft Office proficiency.
* Better Teacher & a learner.
* Results-oriented.
* Excellent communication skills.
* Resourceful.
* Good at Management & Co-ordination.
* Filing and data archiving
* Multi tasks-oriented
* Adaptable
* Self-directed

## Experience

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|  | | 05/2014 to 09/2014 |
| **Freelancer / Event manager(long term))** | 04/2012 -06/2015 |
| Pune, Chandrapur, Nagpur, Mumbai- INDIA |  |

* Organizing and proposing new projects.
* Looking all the arrangements of production, food and beverages, audience, marketing & publicity.
* Maintaining the legal requirements and the documentation for the particular project.
* Modify and improve the quality of presentation, designs & the event.
* Perform inspections of materials or the requirements in order to ensure correct payments, needs and the bills maintenance.
* Coordinating between the Company, audience and the organizers as a third party.

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| **Director /Personality Development Kids Club** | 04/2012 to 04/2015 |
| **Dazzling Club-** Chandrapur, INDIA. |  |

* Responsible for organizing the prepared work in dedicated trays with the proper sequence.
* Ensure the service commitments are met on a consistent and timely basis with a high degree of quality.
* 2 to 3 hours session on every Sunday with lots of extra-curricular activities in order to motivate the kid by increasing his confidence in order to groom his personality.

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**Admin/Center head** 06/2015 to 06/2017

Blossoms English medium school

**Anand education society** –Daund, Pune-INDIA

* Looking after the Payments and Admissions.
* Keeping eye on performance and growth of students and staff.
* Solving staff and parents queries .
* Maintaing the school deadlines.
* Looking after the programmes and events of school.
* All over management on behalf of Principle and Director.

**Own Business:**

**Shri Saksham Services** 06/2017 to 02/2020

* Daycare
* Hobby classes: Painting and Dancing
* Coaching /Tutions 3rd to 10th CBSE/ICSE/STATE BOARD

**Hobbies**: Exploring, Dancing, Singing, painting

**DOB:** 18th March, 1991.