

## **Curriculum Vitae**

Mrs. Archana Shrikrishna Katkolkar

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Looking forward to associate with an organization, which offers a challenging Position to achieve personal & organizational growth by utilizing my knowledge & functional skill.

### **Key Skill: Reception, Front Desk**

### **Experience: Working With Global Opportunities (from April-2018- Till Date) As Admission Executive and Admin Co-coordinator**

#### **Job Profile :**

##### **As Admin Co-ordinator**

- Handling Front desk
- Handled Petty Cash & Update petty cash sheet on daily basis.
- Take care of Walk Ins And Prepared Daily Walk In report
- Receiving Students at the front desk by greeting as soon as they arrived at office and Mapped them immediately.
- Handle University delegate and taking care of them.
- Create Student ID For new Enquiries.
- Answering, screening and forwarding incoming phone calls
- Ensured reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures etc..)
- Handled vendor and housekeeping staff.
- Take care of Inward and outward

##### **As a Admission Executive:**

- Did Online and Paper applications on behalf of Students for UK/AUS/NZ/IL/CANADA
- Sorting , Merging Compressing and Arranging documents for Application process
- Scanning , Printing of Documents whenever required
- Chase up for Application process in HO

- ❖ Worked with Study Overseas Global (**from May-2017 to Sept-2017**) as a MCSE.

#### **Job Profile**

- Enquiry and customer management- Provide excellent customer service to students, parents, clients who visit the office and managing appointments on behalf of counseling staff.
- Database management- To ensure that data is entered and status changed on a daily basis as per the standards of the Company.
- Client visit management- Excellent customer service to visiting clients and making sure all arrangements are in place.
- Admin related tasks- All filing, scanning, package management and other admin duties will be handled by this post for the office.
- Visa process and verifications- Assist the Staff for with visa applications by verifying documents.
- Handle & Entertain Foreign delegates, foreign colleagues who are coming to Company (university visit).
- Maintaining the inward outward Register
- Keeping the record of Stationary and other material
- Taking care of Petty cash & maintain the record of all office expenses.
- Manage housekeeping services to maintain a healthy and hygienic office work environment

- ❖ Worked with Innocon Pharma(**from Oct-2016 to April-2017**) as Office Assistant

#### **Job Profile**

- Helping in the research analyzing and development of the herbal products.
- Receiving and distributing of courier.
- Procurement and inventory management.
- Bank account opening and ID cards arrangement.
- Arranging meetings and conferences and other general work.
- Coordination with other departments for administrative issue
- Ensure to resolve maintenance issue with in stipulated time
- Follow up with vendors for daily requirements.
- Electric Bills, AC Maintenance, Telephone Maintenance, Internet Maintenance.

- Process employee requests and provide relevant information

❖ Worked with Podar International School, Ambegaon (**from July 2015-Nov 2016**) As a Front Desk Executive

**Job Profile**

- Generating Leads through telephonic calls, mailers, seminars etc.
- Maintaining the front desk area
- Answer calls and transfer the calls respectively
- Provide enquiry forms to the candidates
- General Administration
- Handling EPBX
- Handling Front Office & Reception.
- Handling admission process of the students.
- Taking follow up to parents, clients who visit the school
- Managing appointments of Principle and the other back office staff.

❖ Worked with DrShaileshDeshmukh Orthodontic Center (part time) as a Office Assistant cum Cashier

**Job Profile**

- Handling Front Office & Reception.
- Taking the appointments of the patients.
- Handing the entire cash receipts and payment
- Follow-ups for patients for their treatments and all
- Record all details of patients coming to the clinic
- Coordinate with doctor AND PATIENTS
- Coordinate with vendors and other staff member
- Keeping attendance and Leave record of all staff members

**Academic Qualification**

Degree	Name of the School / College	Board / University	Month & Year of passing	Class	Medium of study
M. Sc. in Nutrition and food processing	S.N.D.T.College of Home Science	S.N.D.T. Women's University	Apr15	Second	English
B.Sc. in Industrial Microbiology	AbasahebGarware College of Arts and Science	Pune University	Apr 13	Second	English
HSC	Rani LaxmiBai Girls Military School & Jr. College, Mulashi.	HSC	Feb 09	First	English
SSC	H.H.C.P. High School ,Hujurpaga Pune	SSC	Mar 07	PASS	Marathi

**Personal Profile:**

Residential Address: Flat No.37 A Wing, RenukaDarshan Co-op Housing Society Ltd.  
WadgaonBudruk Pune- 411041.

Date of Birth : 23rd Dec 1991

Gender : Female

Marital Status : Married

Languages Known : Marathi, Hindi, and English. (Read/ Write/Speak)

**Extra curriculum activities:**

1. Personal trainer certification course from K11 Academy(2013)
2. N.C.C. 'C' Certificate and 'B' certificate holder with A grade (2011)
3. State level Gold medal winner in Kickboxing.(2008)