

VARSHA. D. POTDAR

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Career Objective

To pursue a challenging career in a growing organization which will utilize my skills and enable me to improve further and contribute to the success and growth of the organization.

Key skills

- Proficient in grasping new concepts and utilizing them in an effective manner.
- A self-motivated person with relationship management and problem solving skills.
- An analytical mind with the ability to think clearly and logically.

Professional Experience :

(A) RICHFEEL TRICOLOGY

LOCATION : THANE

DESIGNATION : RECEPTIONIST

TENURE : 29th APRIL 2013 - 22nd AUGUST 2014.

WORK DESCRIPTION

- ◆ Attending calls.
- ◆ Diverting to concern person/concern division.
- ◆ Courier dispatch inward and outward.
- ◆ Mail drafting.
- ◆ Interacting with customers.

(B) VIVIANA MALL

LOCATION : THANE

DESIGNATION : FRONT OFFICE EXECUTIVE

TENURE : 10th AUGUST 2015 - 15th OCTOBER 2016.

WORK DESCRIPTION

- ❖ Answer, screen and forward any incoming phone calls while providing basic information when needed.
- ❖ Performing other clerical receptionist duties such as filling, photocopying, drafting letters etc.
- ❖ Tracking courier details.
- ❖ Planning and scheduling meetings and appointments.
- ❖ Ensuring timely and professional responses to all complaints, requests and queries received.
- ❖ Provide assistance to customers wishing to place or amend orders & accurately processing orders using the checks in place.

(C) INDIABULLS REAL ESTATE

LOCATION : THANE

DESIGNATION : RECEPTIONIST

TENURE : 27th OCTOBER 2016 - PRESENT.

WORK DESCRIPTION

- ❖ Answer, screen and forward any incoming phone calls while providing basic information when needed.
- ❖ Interacting with clients.
- ❖ Handle and assist as needed with guest recovery and issues. Respond with management as directed.
- ❖ Provide assistance to customers wishing to place or amend orders & accurately processing orders using the checks in place.
- ❖ Managing inventory stock of office supplies and order as per requirement.
- ❖ Mail drafting.
- ❖ Performing other clerical receptionist duties such as filling, photocopying, scanning etc.
- ❖ Updating and reporting maintenance issues to concern person.
- ❖ Organize, supervise and co-ordinate the work of housekeeping and pantry staff on day to day basis.
- ❖ Preparing and updating all monthly reports and submitting to concern person.

Academic Qualifications :

◆ Passed S.S.C from Maharashtra Board.

◆ Passed H.S.C from Maharashtra Board.

Personal Details :

Date of Birth : 24th March 1994

Languages Known : English, Hindi & Marathi

Marital Status : Single

Sex : Female

Hobbies : Listening songs, dancing, & travelling

Personal Attributes :

□ Fluent with good communication skills.

□ Highly Self motivated, willing to learn and quick adaption to new processes within fewer time frames.

□ Well versed with computers, mailing, SMS etc.

DATE :

PLACE: Thane

SIGNATURE
(VARSHA. D. POTDAR)