

CURRICULUM-VITAE

Sushma DilipGaware

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Objective:

To be associated with a firm, this provides career development opportunities and contributes in its progress through my knowledge and skill.

Work Experience:

1) Working with “S.A. Pharande Surveyors & Loss Assessors” as a **Data Analyst** from 6 April 2015 to 05 May 2016.

Key Responsibilities:

File Documentation and Reporting

1. Summarizes documents and enters into claim system notes.
2. Documents a claim file with notes and decision making process.

Damage Estimating

1. Use photographs provided by the customer or other source to write an estimate which would determine reparability or total loss
2. Prepares damage estimates and locates parts for basic and occasionally moderately complex claims.
3. Calculate the estimated amount of claim.

2) Working with Mehta Publishing House as a **CRM Executive/ Web Admin** from August 2016 To March 2018

Key Responsibilities:

1. Constantly monitor data quality.
2. Check the customer membership Details.
3. Daily check company website and continuously monitor.
4. Solve the website problems related to customer.
5. To ensure that daily customer satisfaction survey calls are made.
6. To monitor daily and act on information and Events.
7. Support the sales team

3) Working with Mahajan Brothers as a **Account Executive** from April 2018

Key Responsibilities:

1. Providing support for clients by learning about and satisfying their needs.
2. Handling complaints and negotiations.
3. Processing tax payments and returns.
4. Handle monthly, quarterly and annual closings.
5. Reconcile accounts payable and receivable.

6. Ensure timely bank payments.
7. Report on the company's financial health and liquidity.
8. Tracking payments to internal and external stakeholders.

Educational Qualification:

1. Passed **MBA** From Pune University,Pune with 66.00% (2017)
2. Passed **MCA** From Sinhgad Institute of Management and Computer Application,Pune with 71.15%(2015)
3. Passed **B.C.A.** From S.N.D.T women's University with 67.17% (2012)
4. Passed **H.S.C.** From Maharashtra State Board with 68.67 % (2009)
5. Passed **S.S.C.** From Maharashtra State Board with 59.38% (2007)

Technical Skills:

Operating System: Windows 2000/XP/7/8/10

Good Knowledge of MS-Excel

Tally ERP 9

Extracurricular Activities:

- Participate in youth festival, Ratnagiri 2011-12 for Spot Photography Competition as well as street play Competition under S.N.D.T University.
- Got 3rd prize in intercollege Poster Making Competition.
- Responsible for organizing various events in College Annual Function.

Personal Information:

Permanent Address: Yamuna Niwas, Balaji Nagar, Daund, Dist-Pune.

Date of Birth: 21st May 1991

Gender: Female.

Marital Status: Married.

Nationality: Indian.

Language Known: English,Hindi,Marathi.

Hobbies & Interest: Photography,Drawing,Traveling, Cooking, Reading.

I hereby declare that the information given above is true to best of my knowledge & beliefs please give me one chance to work in our company.

Date:

Place: Pune

Sushma Dilip Gaware

(Signature)