

# Resume

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## **Objective:**

Seeking a role to utilize my ability and technical skills to grow with your organization to establish as a successful professional and always ready to face new challenges.

## **Academic Qualification :**

<b>Bachelor of Science (Information Technology)</b>	<b>Mumbai University</b>
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## **Technical Skills:**

- **Operating Systems:** Windows, Linux, Mac,
- **Software:** Microsoft Office (Word, Access, Excel, Outlook, Publisher, PowerPoint), Adobe (Photoshop)
- **Database Management:** Microsoft Access
- **Digital Marketing:** Posting Ads (Classified, Craigslist, Facebook, Twitter, LinkedIn)
- **CRM's:** Salesforce, ZOHO, Ezlynx, Coverage loop, Tech canary, Mail chimp

## **Work Experience:**

- 3.5 years (Virtual Assistant)  
Alfa IT Company

## **Tasks related to Miscellaneous Activities:**

- ❖ I have worked on Real Estate project which included research, phone & email correspondence, and appointment setting and have worked on Craigslist as well.
- ❖ Also worked for Hospital handling their data, making appointments, Research on best doctors and dentists in worldwide.
- ❖ Report production, Web research, Excel graphs, reports, Building PowerPoint documents, Data entry etc.

- ❖ Worked as a **Assistant Manager** to one of the perfume company managing around 6 countries.

### **Key Responsibilities:**

- ❖ Internet research, scheduling appointments, online purchasing and E- commerce.
- ❖ Multitasking work which Includes Everyday tasks. Database, Research, Updating content in backend, Google docs & Calendar etc.
- ❖ Doing promotion of the business and updating clients about the new implemented things in the business.
- ❖ Making and attending calls.
- ❖ Data research, data mining, data entry and use of CRM.
- ❖ Creating email campaign on ZOHO.
- ❖ Email Marketing
- ❖ Manage files in electronic forms using applications such as Dropbox and Googles Docs.
- ❖ Business Scheduling.
- ❖ Keeping a track-record of day-to-day work.
- ❖ Daily sales Report
- ❖ Attendance Report
- ❖ Inventory Report
- ❖ Tech support

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**I hereby declare that the information given above is true to the best of my knowledge**

Place: (Mumbai)

Date:

***(Ashish Ghorpade)***

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