

RESUME

OBJECTIVE :

Over 25+ years experience as a Executive Secretary to CEO. Now looking for better opportunities in Administrative / Human Resources / Secretarial.

1. Name : **Mrs. PRAGATI DINESH DANGE**

2. Address : D-205, Vanaz Parivar Co.op Hsg Soc,
Paud Road, Pune - 411 038.

Cell: 9370259847

Email: pragatiapl@gmail.com

3. Date of Birth : August 25, 1971.

4. Educational Pursuit : Bachelor of Arts (History) – First Class
(Pune University)

5. Additional Qualifications:

- a) Completed Human Resources Generalist certificate course
- b) Diploma in Office Automation for Computer Operations
- c) Passed G.C.C. Exams for English & Marathi Typing

6. Software Known : **SAP (Sales Module),**
MS Word, MS Excel,
MS Power Point, MS Project, etc.

7. Languages Known : English, Hindi, Marathi.

8. Work Experience :

Name of the Company : **M/s.AUTOMAG India Pvt. Ltd., Pune**
(NKB Technovations Group of Companies)
(ISO 9000-2015)

Company Profile : Project oriented company is engaged in
Automobile Sector alongwith **Joint venture with
world leader NKC, Japan.** Leading Manufacturer,
Supplier & Exporter of Conveyors & Material
Handling Systems.

Post : Senior Executive

Period : March 1995 to July 2020

Job Description :

Secretarial	:	a) Managing diary of CEO b) Planning & organising of visits, meetings for Customers, Partners, Employees & Vendors, etc. in consultation with CEO c) Dealing with various departments e.g. Design, Projects, Purchase, Marketing, Manufacturing, Stores. Site Offices, etc. for administration of General Office work, Co.ordinating & compiling Report from sub-ordinates & Executives and briefing the same to CEO d) Making arrangements for Foreign delegats & other guests. e) Dealing with Domestic & International Booking Offices (Hotels, Airways, Foreign Exchange Offices, Transportation, etc.). f) Co-ordinate with Site Offices / Factory / Head office / Collaboraters
Sales (SAP Module)	:	a) Making quotation with help of Costing Dept, b) Bank Guarantees, c) Non-Declosure Agreements with help of Legal Dept. d) Proforma & Sales Invoices e) MIS Report
Administration	:	Liasoning with various Service Providers and ensure service of quality with cost optimization. a) Transport

		<ul style="list-style-type: none"> b) Water supplier c) Tea / Coffee Machine Provider d) Security Agency / Housekeeping Agency e) Office Maintenance
Human Resources	:	Recruitment of Top Management Personnel – <ul style="list-style-type: none"> a) Preparing Job Description b) Resume searching & Screening c) Arrange Interview d) Salary comparison e) Appointment f) Induction

Name of the Company : **M/s. ENCON Consulting Engineers, Pune**

Company Profile : Exporter & Engineering Consultant, was worked for East Africa viz. Kenya, Naigeria, etc.

Post : Personal Assistant to Director

Period : September 1993 to March 1995

Name of the Company: **M/s. Amruta Typing Institute, Pune**

Company Profile : Well known Typing & Computer Learning Institute for Government Certificate courses.

Post : Administrator

Period : Sept 1992 to Aug. 1993.

Name of the Company: **M/s. Engineering & Management Consultant,**

Company Profile : Civil Consultancy engaged in construction business.

Post : Personal Assistant to Director

Period : May 1991 to Sept 1992

9. Salary Drawn : Rs. 9.00 LPA

(Mrs.Pragati Dange)