

MAINTAINING THE RECORDS – For Employees on Monthly basis.
BOOKING OF CONFERENCE CALLS - Conference rooms and maintain their records
Keeping the records of exit employees on monthly basis & then deletion from the system
Send & Receive of mails
Working on MS Office.
Taking care & keeping record of the stationery on weekly basis
Ensure that all administration, documents are kept up to date and available for inspection by mail

ADEMIC QUALIFICATION

Examination	Year of Passing	University
B. Com	2005	Mumbai University
H.S.C	2003	Maharashtra State Board
S.S.C	2001	Maharashtra State Board

Computer Skills

- ☑ Tally ERP 9
- ☑ Computer Basics (MS Office)

PERSONAL INFORMATION

NAME : SHASHIKALA VIRESH CHALKE
DATE OF BIRTH: 23RD JUNE 1984
GENDER : FEMALE
MARITAL STATUS: MARRIED
NATIONALITY: INDIAN
LANGUAGES KNOWN: ENGLISH, HINDI, MARATHI, AND TAMIL.

:-

(SHASHIKALACHALKE)

Resume

ASHIKALA V CHALKE

OM 504, SHRI HARI HARESHWAR CO OP HSG SRA,
LDING NO3, GOKHALE ROAD, 5TH FLOOR
JLUND EAST 400081.

Contact No. 8424886862

Email Id – shashichalke987@gmail.com

OBJECTIVE

I seek to secure a growth-oriented position that will allow me to convert my academic knowledge into Professional expertise & seamlessly blend my personal goals with the organization's vision.

SKILLS:

- Strong decision making and analytical skill.
- Excellent communication and Writing Skills.
- Proficient with computer literate such as Microsoft word. Microsoft excel, Power point & internet.

WORK EXPERIENCE –

Net Tech Solutions Ltd.- As Sales Cum Project Co-ordinator (CCTV) from 18th April 2022 to Till Date.

- ✕ Maintaining the Datasheet.
- ✕ Planning & scheduling the Calls for the engineers – New Installation, Re-installation & Service Calls.
- ✕ Aligning the engineers for the work at the sites.
- ✕ Collecting SCR from the engineers.
- ✕ Fixing the Rate contract with engineers for the outsource work and same to be entered in Cratio CRM.
- ✕

Lead Sell Limited – As an Receptionist (from: 7th June 2013 to 12th Nov 2013)

- MAINTAINING THE RECORDS – For Employees on Monthly basis.
- BOOKING OF CONFERENCE CALLS - Conference rooms and maintain their records
- Keeping the records of exit employees on monthly basis & then deletion from the system
- Send & Receive of mails
- Working on MS Office.
- Taking care & keeping record of the stationery on weekly basis
- Ensure that all administration, documents are kept up to date and available for inspection by management

ACADEMIC QUALIFICATION