

Ms.\_Vaishnavi Dholpure

**E-mail: vaishnavidholpure17@gmail.com**

BE Computer Science

**Mob. No:** 9993993835,9146427522

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**Career Objective-**

To work in a challenging atmosphere by exhibiting my skill with utmost sincerity and dedicated smart work for the growth of your esteemed organization along with mine.

## **Educational Qualification:-**

➤ **BE (Bachelor of Engineering)**

Computer Science University of Bhopal Rajeev Gandhi Proudhyogiki Vishwavidhyalaya Year 2013 - 2017 with First Class Division CGPA of 7.39 on 10 point scale.

➤ **DIPLOMA CERTIFICATE**

Polytechnic Diploma In Computer Science with Second Division 58.72% Year 2009- 2012

➤ **H.S.S.C.(M.P BOARD)**

Higher Secondary School certification with first division 60.81% in 2011.

➤ **H.S.C. (M.P BOARD)**

High School Certification with Second Division 49.5% in 2009

## **Work History: -**

- 2 Years Experience as a Accountants cum Office Assistant Back Office in Gulab Rai & Son's Bhopal Year 2016-2018.
- Their maintained the daily data entry in excel sheet ,Tally , collect the data from all sites through email,, checking vehicle insurance, and fitness reminding them.
- Create the monthly invoice Billing, call the customers for payment regarding, maintained all office expenses in excel sheet. Emailing for payment regarding.

- INDIRA IVF HOSPITAL PVT LTD there my daily activities are : Mecking UHID for patients , MIS Entry, Reporting TEAMS,, Handling Calls , Resolve Patients queries , Coordinate Them , collecting feedback from patients , tacking google reviews , Announcement for Positive patients ., sending patients reports on mail.

ORCHIDS THE INTERNATIONAL, KHARADI ,PUNE, My designation–Admin cum

Front Office Executive ,my responsibilities -Handling inbound outbound calls, Emails,

Resolved queries, Daily supervision on facility, pantry, store , Tacking details of all inventory like

uniform ,pantry item and make sure all stock are available in balance . Make sure all utilities bills are pay on time like electricity bill, water, internet, licence etc, taking follow for payment recovery,

Make sure all the office assets are in working mode, make sure all the premises are neat and clean, manage attendance of employees, help to HR work, arranging the meeting , Events coronation.

Calling for payment , SR calling , Fee collection call , new admission regarding calls , .  
follow-up, Resolving customer queries .

## **Skills: -**

. Computer Knowledge : Excel, Advance Excel .

Outlook , MS Office,. .Typing Skills, Email., H-lookup, v-lookup , Pivot Table etc.

## **Hobbies:**

- I Like Shopping, Listening Music, Net Surfing.

## **Personal details:-**

**Location** : Viman  
Nagar  
Maharashtra

**Date of Birth** : 15/02/1990

**Marital Status** : Married

***Thank You for Your Time & Kind Consideration of My Qualification***

**Thanks,**

**Place: Pune**

**(Vaishnavi Dholpure)**

**Date:**