SMITA RANE

CONTACT

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9172995127

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24/01/1996

OBJECTIVE

To support the supervisors and management team with problem-solving skills, effective teamwork, and respect for deadlines while providing administrative and entry-level talents with the goal of proving myself and growing with the company.

LANGUAGE

- ✔ English ★★★★★
- ✔ Marathi ★★★★★
- ✔ Hindi ★★★★★

SKILLS

- Microsoft Office Excel, word, PowerPoint

Data Analysis
Time Management
★★★★★

WORK EXPERIENCE

Chat skill Associate
Amazon Development centre pvt ltd
Try to solve customers queries via chat

09/11/2020 - 10/05/2021

senior Assistant
Ups logistics pvt ltd
It was background verification Process. On daily basis get an spreadsheet and on that spreadsheet cases are there I was copy that cases one by one and firstly put it on First Advantage it is third party application the criminal record is showed in yellow color then click on that and open that record and checked that then check it is latest or also check 7 years back criminal record after that copy applicants email id and paste it on automated employment (AE) and check position and also check that employment history and on overall report i was Adjudicated applicant is Eligible or Ineligible.

7/10/2022 - 02/12/2022

Sr. Administration Assistant
Ups logistics pvt ltd
Incentive Administrative system is a tool to process incentive for services rendered by ups to create legal contract with new customers and amend existing contracts. IAS is a part of marketing and provides information to different ups department

02/01/2023 - 24/10/2023

EDUCATION

M. sc Physics
Annasaheb Magar mahavidyalay Hadapsar, pune
67.46%

10/06/2017 - 19/04/2019