



SUPRIYA PUJARI

CONTACT

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EXTRA-CURRICU- LUM

- Script writing, Copywriter, Anchoring and Singing at –Akashwani kendra, Pune & 93.5 Red FM, Zee 24 & ABP Maza
- Worked in advertising companies at- Trimitiya & absolute media solution

EDUCATION

Degree	University / Board	Year	Grade/Percentage
M.A(Music)	Lalit kala Kendra, Pune	2008	‘A’ (55-64%)
B.A(Music)	Lalit kala Kendra, Pune	2006	‘A’ (55-59%)
H.S.C	S.N.D.T woman’s Collage, Pune	2003	‘A’ (64%)
S.S.C	Bharti Vidyapith School	2000	‘B’ (50%)

EXPERIENCE

UPS LOGISTICS PRIVATE LTD **JANUARY 2024 – TILL DATE**

DESIGNATION: Customer Relation Representative

JOB DESCRIPTION:

- Managed multitasking in handling different customers with their queries at the same time with the accurate solution.
- Built and maintained excellent customer relationships through timely response to inquiries and going above and beyond to accommodate unusual requests.
- Liaised between clients and vendors and maintained effective lines of communication. Interacted with vendors, contractors and professional services personnel to receive orders, direct activities, and communicate instructions.

UPS LOGISTICS PRIVATE LTD **JUNE 2022 – DECEMBER 2024**

DESIGATION: Senior Administrative Assistant

JOB DESCRIPTION:

- Handle EDI & Non EDI Cases of key clients like Apple, Amazon , perkin, Costco, northen boarder etc.
- To check custom clearance related data, based on the correct invoices keyed & verified in into different process.
- Recording incoming shipments for corporate invoices based on mode of transport (air, ocean, on road)
- Executed record filing system to improve document organization and management.
- Received and sorted incoming mail and packages to record, dispatch, or distribute to correct recipient.
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Facilitated timely delivery of special projects to meet organizational and departmental objectives.

