

Date :-



Reference:-

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***Mrs. Swati Ulhas Nande (Hingane)***  
***Contact :- +91- 9850074976***  
***Swatinande84@gmailcom***

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### **Curriculum Vitae**

- **A very good in Office management, Files & Documents Keeping, Clerical work, Computer Operator, Team worker, flexibility to work for additional hours, Good Communication skills.**

**Objective:**

**A career with an esteemed organization which will help to explore and realize the individual potentials. To work in a challenging and creative environment with committed and dedicated colleagues.**

## WORK EXPERIENCE:

Date (from-to)  
Name of employer  
Position held

11 October 2022 to 6 April 2023

### **Bharat Matrimony**

#### **Sr.Sales executive**

The position envisages responsibilities,It includes

- Client handling
- Call handling

Date (from-to)  
Name of employer  
Position held

28 March 2021 to 10 July 2022

### **AKSHAY BLOOD BANK**

#### **Receptionist**

The position envisages responsibilities,It includes

- Accounting
- Data Entry
- Client handal

Date (from-to)  
Name of employer  
Position held

26 September 2019 to 8 Jan 2021

### **IGT SOLUTION (AIR INDIA)**

#### **Telecalling**

The position envisages responsibilities,It includes

- Call handling
- Client handling

Date (from-to)  
Name of employer  
Position held

26 April 2019 to 16 August 2019

### **Asp ol media**

#### **Digital marketing**

The position envisages responsibilities,It includes

- Not spam

Date (from-to)  
Name of employer  
Position held

16 December 2015 to 25 April 2019

### **HDFC BANK LTD(GEMS AUTOMOBILES)**

#### **CREDIT EXECUTIVE**

The position envisages responsibilities,It includes

- Files & Documents Keeping
- Clerical work
- Computer Operator
- Data Entry

<b>EDUCATION</b>	
<ul style="list-style-type: none"> <li>Name</li> <li>Institute/University</li> <li>Pass class</li> </ul>	<b>BA</b> Tilak Maharashtra vidyapeeth First class
<ul style="list-style-type: none"> <li>Name</li> <li>Institute/University</li> <li>Pass class</li> </ul>	<b>H.S.C.</b> Akutai Kalyani Girls Jr. College Pune Second class
<ul style="list-style-type: none"> <li>Name</li> <li>Institute/University</li> <li>Pass class</li> </ul>	<b>S.S.C.</b> Mahatma Phule High School, Pune Third class
<b>COMPUTER COURSES :</b>	
<ul style="list-style-type: none"> <li>Name</li> <li>Institute/University</li> <li>Pass class</li> </ul>	<b>MS-CIT</b> Maharashtra State Board of Technical Education,Pune A Grade
<ul style="list-style-type: none"> <li>Name</li> <li>Institute/University</li> <li>Pass class</li> </ul>	Typing Maharashtra State council of examination B Grade
<ul style="list-style-type: none"> <li>Name</li> <li>Institute/University</li> <li>Pass class</li> </ul>	Data entry Mastermind Institute A Grade

## PERSONAL INFORMATION:

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Name - Mrs. SWATI ULHAS NANDE (Hingane)  
Current Address - H. NO. 312, S. NO. 18 Gondhale NAGAR,  
HADAPSAR PUNE  
Pin – 411028.

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Telephone - +91-9850074976  
Email - swatinande84@gmail.com  
Nationality- Indian  
Date of Birth - 14th april 1984

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Gender/Marital Status - Female / Married  
Language Known- English, Marathi, Hindi

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**Declaration:**

I hereby declare that all the information given above is true and correct to the best of my knowledge and belief.