



# SAIF PANSARE



Chand Tara Chowk Kondhwa Budruk  
hjjgghj Pune-411048  
7499410693  
[saifpansare23@gmail.com](mailto:saifpansare23@gmail.com)  
<https://www.linkedin.com/in/saif-pansare-9b154726a>

## About me

As a highly skilled professional, I excel in navigating the dynamic landscape of multiple responsibilities, demonstrating my expertise in data entry, document management, and comprehensive administrative tasks. My proficiency with the Microsoft Office Suite, including Word, Excel, and PowerPoint, is complemented by my efficient typing skills. At the heart of my work ethic lies a steadfast commitment to precision and productivity. I am eager to contribute my abilities to a dynamic team and am enthusiastic about learning from experienced industry leaders.

## Education.

Savitribai Phule Pune University Pune 2022	(B.A) Bachelor of Arts <b>A Grade</b>
Maharashtra State Board Pune 2019	H.S.C (Higher Secondary Certificate) <b>62.62 %</b>
Maharashtra State Board Pune 2017	S.S.C (Secondary School Certificate) <b>54.60 %</b>

## courses

- MS-CIT (Excel, PowerPoint, word, outlook, Microsoft office)
- Spoken English
- English typing
- Infosys springboard
- TCS iON

## Work experience

MPHASIS PVT. LTD.  
Backoffice Associate (Transaction Processing Officer)  
April 5 2024 – October 24 2024

## Skills

- Communication skill.
- Administrative Skills
- Multi-tasking
- Problem Solving
- Document Management
- Customer Service
- Time Management
- Computer skill

## languages

- English
- Hindi
- Marathi

## Personal details

- Date of birth  
23/01/2002
- Nationality  
Indian
- Marital status  
Unmarried

## Declaration

- I do Here by declare that all above given information is true to the best of my knowledge and belief.