

ARTI RAMCHANDRA PAWAR

C/002, Sai Sadhana CHS,
Sector-10, Khanda Colony,
New Panvel (W) - 410206
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JOB PROFILE

- Responsible for solving questions in regards to the service provided by the company.
- Collect desired information from the clients and maintain healthy relations with them.
- Suggesting solutions based on customer's needs and requirements.
- Asking question to the customer and understanding their specifications.
- Contacting existing customer as well as prospective customer .
- Enrolling students for courses offered by the Institute.
- Explaining eligibility criteria, admission procedures, course structure, course details
- Ensure proper servicing is done for the students enrolled

TECHNICAL SKILLS

- Comprehensive knowledge of operating MS Office, Word, PowerPoint etc.
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WORK EXPERIENCE:

- **MadhavbaugAyurvedic Centre, Thane** **14 Feb 2017 – 8 Apr 2023**
Patient Care Representative
- **Arena Animation, Nerul** **16 Apr 2023 – 05 July 2023**
Sales And Counselling Representative
- **Agni Ayurvedic Village, Vashi** **19 July 2023 – 15 Jan 2024**
CSR , Sales Dept
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QUALIFICATION SUMMARY:

Exam	Institute	Year of Passing	Percentage
B.A	Satish Pradhan Dyansadhana College ,Thane	2022	66.83
H.S.C	Shri Devi Sateri Arts Commerce College,VetoreSindhudurg	2014	58.00
S.S.C	ShivajiVidhyalaya, HirlokSindhudurg	2010	73.27

EXTRA QUALIFICATIONS:

- MS Office – Basic Computer Course (MS Word, MS Excel, MS Power Point)
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COMPETENCIES:

- Quick learner & adapts well to changes and pressure in work place.
 - Managing relationships & working efficiently with diverse groups of people.
 - Leadership skills to lead projects & handle work independently.
 - Ability to log work in a neat and detailed manner.
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LANGUAGES KNOWN:

English, Hindi, Marathi (Speak, Read, Write)

HOBBIES:

Cooking&Listening to Music.

DATE OF BIRTH

15th June, 1994

DECLARATION:

I hereby declare that the details furnished above are true to the best of my knowledge.

Place: Panvel

(Arti R Pawar)