

Deepali Jadhav

Mumbai, Maharashtra

deepalibhanshali5_a4v@indeedemail.com

9004470031

Work Experience

Front Office Executive cum Admin

RISHABH METALS & CHEMICALS PVT LTD - Mumbai, Maharashtra

July 2019 to Present

Looking after Incoming and Outgoing calls.

- ❖ Maintaining courier register Inbound, Outbound and International.
- ❖ Looking after attendance Register log book & Leave Management.
- ❖ Looking for travel booking and expenses bills of outstation staffs.
- ❖ Handling all day to day Management Work of all 4 Directors.

PLACE: MUMBAI.

Front Office Executive cum Admin

VIMAL INTERTRADE PVT LTD

November 2018 to July 2019

Looking after Incoming and Outgoing calls.

- ❖ Maintaining courier register Inbound, Outbound and International.
- ❖ Looking after attendance Register log book & Leave Management.
- ❖ Looking for travel booking and expenses bills of outstation staffs.

Front Office Executive cum Admin and Hr

CELLO WIMPLAST LTD

May 2016 to November 2017

Looking after Incoming and Outgoing calls.

- ❖ Maintaining courier register Inbound, Outbound and International.
- ❖ Looking after payroll, leave management, making salary breakup for new employee.

Receptionist cum Admin Executive Cum HR Executive

MAGNOLIA LIMITED

September 2014 to May 2016

Handling Phone calls, Incoming Outgoing Courier Register maintaining bills of Vendors and sending to Accounts Department.

- ❖ Handling HR related work such as Appointment Letter, Relieving letter, HRMS, Payroll, processing Form 16, Confirmation Letters.

- ❖ Looking for overall Administration work such Birthday parties, Events, Festivals arrangement, Pantry and Stationery Items, Maintaining Files, MIS Reports etc.

Education

Bachelor's in Commerce

Yashwantrao vidyapeth open university

Present

H.S.C

Mumbai University Scored - Mumbai, Maharashtra

2009

S.S.C

St. Aloysius High School Scored

2007

Skills / IT Skills

- TYPING
- 40 WPM
- EXCEL
- POWERPOINT
- WORD

Additional Information

COMPUTER KNOWLEDGE:

- ❖ Well versed in MS. Word, MS. PowerPoint, MS. Excel and Typing Speed are approx 40 wpm.