**MRS.MANSVI MANESH KORDE**

B-10,GANESH DARSHAN SOCIETY, CENTRAL PARK,**NALLASOPARA(E).**Palghar, Mumbai 401209.

**MOBILE : 9920760790**

 Email :mansvimanesh@gmail.com

DATE OF BIRTH : 16TH MARCH 1975

EDUCATIONAL QUALIFICATIONS :

BCOM 1995 1ST CLASS

HSC 1992 2ND CLASS

SSC 1990 2ND CLASS

**Education throughout in English Medium.**

COMPUTER KNOWLEDGE :

· Good working knowledge and experience in ms-office(ms word &ms excel).

· Internet surfing and mailing.

· Completed advance diploma in computer software,system analysis and applications with first class.

· Typing speed of 30 wpm and above.

. Working experience in MS-Office 2003.

**EXPECTED SALARY : RS.50,000/- PER MONTH.**

**WORK EXPERIENCE: MORE THAN 20 YEARS WORK EXPERIENCE.**

**Admin Assistant /Co-ordinator at Scat Media And Consultancy LLP since 2014 till June 2020.**

**Handling Telephone calls, Daily Inward/Outward, Emails and all day to day routine office work. Collection followup for Payments from Parties.**

**ASSISTING & CO-ORDINATION WITH EXHIBITORS FOR EXHIBITION WORK.**

**FOLLOWUP FOR VARIOUS STALL PAYMENTS COLLECTION & STALL CONTRACTORS PAYMENT COLLECTIONS.**

**Worked with Sicom Ltd., as an Assistant to Officers in Bill Discounting Dept for two years from 2008 to 2010.**

**Job Profile : Handling day to day Disbursements, preparation of LC Schedules, and all other administrative work.**

Worked with **Jewel Packaging, Mulund** a manufacturing cum export firm since Sept 2004 to 2008.

**Job Profile : Preparation of Challans, invoices, quotations, filling of documents, maintaining stock report and day to day routine work.**

Also worked as **Office Assistant in Morning Star Distributors-Nashik’s leading Television Channel Distributor** from May 1999 to June 2004.

The job involved-

· Interaction with Regional Office (Zee Turner Ltd.,- Mumbai ) in relation to activation of Channels of new cable operators and deactivation of channels of customers from non payment.

· Preparation of necessary document like Agreements, challans, receipts, etc regarding new sales

· Maintaining monthly stock report and daily collections summary.

· Providing data regarding collections,stocks,subbase as per R.O. requirement.

· Tele-calling for payment following from customers.

· Handling office correspondence, customer complaints, filing of documents and day to day routine work.

Worked ad Office assistant in”**Okay Tools Pvt. Ltd” Nashik** from Dec 1998 to April 1999. The job involved preparation of challans,maintaining stock reports and day to day routine work.

LANGUAGES KNOWN : **ENGLISH, HINDI, MARATHI & GUJRATI.**