**KAMINI JOSHI**

**Sangam Society, Flat A4, Juhu Versova Link Road, Mumbai, Maharashtra 400053
Cell: 9960521644**

**Date of Birth = 10/07/1979.
shivneri10@gmail.com**

**PROFESSIONAL SUMMARY**

**Highly organized and detail-oriented [Back Office Associate] with more than**

**3 years experience supplying thorough, organized administrative support to senior executives.**

**WORK HISTORY**

**Sinestar Pvt Ltd – Andheri West Mumbai**

**Executive - December 2016 - Till Date.**

**Works in bpo domestic ..**

**Aditya Birla BPO – Mumbai Executive - May 2014 to November 2014**

* **Working as Customer Service professional**
* **Handle related documents, checked and send back corrected.**

**Hotel Le Meridian - Pune
Executive - March 2012 to April 2013**

* **Working as Executive for Le Meridian, Pune.**
* **Areas covered - Kitchen , Front Office , F & B  & Housekeeping.**

**WNS BPO - Pune (Airline Industry)
Senior Back Office Associate - March 2007 to April 2009**

* **Worked for WNS BPO(Pune) as senior back office associate in the Legal sector dealing with Legal Department for UK process (Non Voice).**
* **Handled legal documents, checked and send back corrected.**

**Wipro BPO - Pune (Airline Industry)
Back Office Associate - May 2006 to February 2007**

* **Worked as Back office associate for United Airlines US Process(Non Voice).**
* **Handle related documents, checked and send back corrected.**

**SKILLS**

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| --- | --- |
| * **Diploma In Computer Management**
* **[30] WPM typing speed**
* **Excellent communication skills**
* **Articulate and well-spoken**
* **Database management**
* **Excellent planner and coordinator**
* **work well under pressure**
* **Pleasant demeanor**
* **Social media knowledge**
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**EDUCATION**

**Swami Vivekanand College, Mumbai Maharashtra**

**BSC Microbiology – June 2000**

**Indsearch College, Pune Maharashtra**

**PGDCM in Computer Management – June 2004**

**University Of Pune, Pune Maharashtra**

**MSC Hotel Management – June 2011**

**CERTIFICATIONS**

**Certified course on Computer Management.**

**COURSE STRUCTURE & TRAINING**

**Proficient in French Level 1 and German Level 1 Course from Cambridge Language Institute, Mumbai and pursuing French Level 2 Course. The course structure as below.**

1. Beginner Course.
2. Effective Communication.
3. Vocabulary.
4. Role Play & Activities.
5. Assignments & Presentations.

**Other Particulars**

 **Father : Mr P.K. Joshi**

 **Retd IPS Officer of Maharashtra state.**

**Languages Known : English , Hindi , Marathi , French , German**

**Prefered Location : Mumbai , Pune**