

Meenakshi Chandrakant Makwana

G-9/B wing, Sai Plaza, Kashi Nagar,

Bhayandar East, Thane – 401107

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CAREER OBJECTIVE:

I would like to pursue a career in good Organization, which offers me a challenging responsibility in day to day activities also looking forward to right opportunity for rapid growth.

EDUCATIONAL QUALIFICATION:

- T. Y. B. Com passed in Mumbai University with 70%
- M.Com 1st Year completed with 60%

OTHER QUALIFICATION:

- MS-CIT (Basic Computer Knowledge)
- Advance Excel

WORK EXPERIENCE:

Currently working with Indian School Of Business Management And Administration (ISBM) as Back Office Executive (Lead Process Executive)

Job Responsibilities:

- Respond to queries, providing high quality service the students through mail/call.
- Representing the team in meetings and coference halls.
- Continuously think of ways to automate campaigns and reports and simplify processes
- Gathering and categorizing Leads from various sources, ensuring its accuracy and completeness.
- Data analysis and Data management
- Making Leads Report & Collection Report of pan India Branches.

PERSONAL DETAILS:

Date of Birth : 10th January 1996

Gender : Female

Marital Status :

Nationality : Indian

LanguagesKnown : English, Hindi, Marathi

Hobbies : Playing Badminton, Listening Music

DECLARATION:

I hereby declare that the above written particulars are true the best of my knowledge and belief.

Date:

Place: Thane

Meenakshi Chandrakant Makwana