

DIPALI KHANDEKAR

ADMIN, EXECUTIVE ASSISTANT

CAREER OBJECTIVE

I am seeking for company where my experience can not only improve the status of the company but also automate the working process to the best possible one.

Work Experience


- | | |
|---------------|---|
| 2024 | Sonrisa Dentistry
ADMIN, HOD <ul style="list-style-type: none">Working with the wider development team.Working on Website, management, Lead the team and administration work. |
| 2 Year | Shree Associate
Admin, Executive Assistant <ul style="list-style-type: none">Working with the wider development team.Working on Domain, Administration work, Inventory Management. |
| 3 Year | V.S.Marketing Coal Mine Co. Ltd
Admin, Executive Assistant <ul style="list-style-type: none">Working with the wider development team.Working on Domain, Administration work, Inventory Management. |
| 2 Year | Plasti Surge Industries Pvt.Ltd. Amt
Admin, Executive Assistant <ul style="list-style-type: none">Working with the wider development team.Working on Domain, Administration work, Inventory Management |
| 2 Year | Reliance BPO, Koperkhairne
Admin, Executive Assistant <ul style="list-style-type: none">Working with the wider development team.Working on Domain, Administration work, Inventory Management |

Declaration:

"I hereby declare that the above-mentioned information is accurate to the best of my knowledge and belief."

 7972173569

 dipali.khandekar28@gmail.com

 PLOT NO.4, MALOO
LAYOUT, AMRAVATI

Education

MASTER OF BUSINESS ADMINSTRATION(MBA)

MUMBAI UNIVERSITY

2012- 2014

Bachelor of BUSINESS ADMINSTRATION (BBA)

AMRAVATI UNIVERSITY

2010 - 2012

Expertise

MS WORD

MS EXCEL

MS POWER POINT

MS-CIT

BASIC TALLY

Language

ENGLISH

MARATHI

HINDI

Personal Details

DOB: 28/09/1989

Father's Name: Ashok Khandekar

Civil Status: Unmarried

Gender: Female