



Mahira Sadekar

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Address-Al Nahda- Dubai

mahisadekar@gmail.com

Educational Qualification

- Bachelor of Arts (B.A)
- Passed Higher secondary school, Sanquelim-Goa

Software Exposure

Windows, MS-Office, Internet, E-mail, and other basics with Tally ERP9

Personal Information

Nationality – Indian

Passport Number – V1042069

Marital Status- Single

Date of Birth- 24th May 1998

Religion- Islam

Languages- English, Hindi, Urdu, Marathi, Konkani

Profile

Professional, efficient, with good experience and good communication skills. Has strong sense of responsibility, ability to work under pressure with minimum supervision, punctual, set up goals and tends to achieve them, uses circumstances to learn and develop further.

Career objectives

To seek a position within a leading organization with a challenging work environment were my skills and experience in customer service can be utilized to its best and allows me scope for upward growth in this industry.

Additional Qualification.

- **Certificate in Financial Accounting from infotaq**

WORK EXPEIRIENCE

LSRP Services General Insurance Company Limited /Goa

Operations Support (3rd February 2020 to 1st February 2022)

- All Admin Related work, handling customer queries related to Motor and non-Motor claim return filing of all annexures.
- Assisting in writing cash book and preparing petty cash.
- Handling accountants receipting cash and cheques b issuance of motor and non-motor as well.
- Processing NEFTS and refunding payments to the respective member.

Perfect Home and Estate Developers

Receptionist cum Data Entry Operator (10th May 2019 to 15th October 2019)

- Data/ Document entry
- inward and outward record
- keeping records of all files

Areas Of Expertise

Business Development & Planning

- Identify and explore new markets and tap profitable business opportunities.
- Product promotion through mailers, catalogues, fairs, trade show & Internet.
- Expand the existing client base and offer optimum services to existing ones for achieving sales targets and customer satisfaction levels.

Customer Relationship Management

- Identify and develop potential clients in the targeted markets/industries and sectors.
- Interacting with customer for collections.

Declaration: I hereby declare that the above stated information is true to the best of my knowledge.

Mahira Sadekar