

Swati Sandip Kokane

Administration

Client Engagement Executive

CARRIER OBJECTIVE:

To be part of a dynamic organization where I can prove myself if the best creates good name for me and the organization by using my knowledge and skill, My motto in life is "Problems are opportunities and never accept defeat in life.

PERSONAL INFORMATION:

Name : Swati Sandip Kokane

Marital Status : Married

Nationality : Indian

Date of Birth : 31/07/1991

Address : Flat no.102, Sr no.26/1/1 Sky lite Munjabawasti Dhanori Pune-411015

Languages Knowledge : English, Hindi, Marathi

Email : swatisk1991@gmail.com

Contact No : 7038376727/9970282060

ACADEMIC PROFILE:

Degree	University/Board	Year	Year of Passing	Percentage
B. Com	Mumbai University		2017-2018	47.07%
HSC	Maharashtra Board		2008-2009	48.50%
SSC	Maharashtra Board		2006-2007	46.53%

COMPUTER KNOWLEDGE:

- MS-CIT
- TALLY

WORK EXPERIENCE:

- Worked in as a Primary English Teacher Year (January 2014 to November 2016)
- Worked in as a Front Desk Manager at Dr Bumb Nursing Home Year (June 2016 to May 2018)
- Worked in as a Admin with Front Desk Manager at Lifeberries Health Year (June 2018 to October 2020)
- Worked in as an Administration with Coordinator Indira IVF Centre Year (January 2021 to January - 2022)
- Worked in as an Administration with Account Manager Bapat Multi-speciality Hospital Year (January 2022 to October 2022)
- Worked in as an Administration with Account Manager with Client Engagement Executive in Zillion International Year (November 2022 to till)

DECLARATION:

I hereby declare that detail information produced above is true / authentic to the best of my
Personal knowledge and belief.

Date:**Place: Dhanori****Signature**

