

## **CHINMAYEE SUNIL SURVE**

Flat No. 14, Shreeniwas Apartments, 33/4 Manisha  
Society, Karve Nagar, Pune, Maharashtra. Pincode:  
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## **OBJECTIVE**

A hard-working individual with a good communication skill. I intend to build a career in the Organization where I can show my skills and contribute to the success and growth of the organization being a positive catalyst and essential ingredient in the growth process by using my innovative ideas.

## **WORK EXPERIENCE**

**Internship** Sakal Times, Shivaji Nagar, Pune

**November 2015 – January 2016**

- Internship for all departments in news room
- Worked in the Reporting Department along with some senior reporters, learnt to include important points which are necessary for writing news and simultaneously wrote news articles too.
- In Feature Department suggested a few ideas about feature stories which were later on published with byline. Did reporting for the Department for different stories.
- Helped for headlines and edited articles in the Editing department and did reporting for the department.

**Customer Relationship Executive,**  
Bavaria Motors (Ducati), Boat Club Road, Pune

## **March 2016 – August 2016**

- Answered calls to provide information about products, services.
- Booked appointment for services.
- Obtained details of complaints and helped to take further required action.
- Handled customers after sales. Worked with the team to increase the sales of the company.
- Kept records of customer interaction and details of inquiries.
- Took follow up and ensured that appropriate actions were taken.
- Follow up for Customer's special request and designated it to departments for further progress.

**Web-content writer**, Kunal Holidays, Tilak Road, Pune.

## **December 2018 – May 2019**

- Did Research on industry.
- Wrote blogs for the company, edited previous blogs and did proofreading before publishing.
- Promoted content on social media.
- Wrote content for company's website
- Ensured all-around consistency i.e style, fonts, images and tone

- Updated website content as needed.

**Administrative, Sales & Marketing, Shreeniwas**  
Signs Pvt Ltd, M.I.D.C, Bhosari

### **August 2019 - December 2020**

- Coordinated office activities and operations to secure efficiency.
- Supervised administrative staff and divided responsibilities.
- Helped in keeping stock of office supplies and placed order when necessary
- Managed phone calls, emails and dispatch.
- Updated records and databases.
- Maintained stocks of raw materials like various types of metals, plastic products, inks and paints.
- Maintained timely records of employees
- Mail communications with customers
- Wrote content for company's website.

### **EDUCATION**

Master's in Journalism and Mass Communications, 2015–  
2017 M.M.C.C, Pune

Bachelors of Commerce, 2012 –  
2015 K.H.S, Pune

Higher Secondary

Education K.H.S, Pune

Secondary School

Certificate M.I.T, Pune

## **PERSONAL DETAILS**

Gender: Female

Marital Status: Married

D.O.B: 23<sup>rd</sup> February 1993

Language Proficiency: English, Marathi, Hindi,  
Mandarin(H.S.K 2)