**Vaishali Manoj Pise**

Cell No. 9850420375, 9422319093 vaishali\_manoj@yahoo.com

**Job Objective:**

* Successfully Balance Work, Family and Friends.
* To excel in field of Library and Information Science.

**Strength:**

* Hard Work and Commitment

**EDUCATIONAL QUALIFICATIONS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **Institution** | **Year of Passing** | **Class Obtained** |
| B.Sc.(Microbiology) | Royal College, Mumbai | 1996 | 1st |
| HSC | Gokhale College, Mumbai | 1993 | 2nd  |
| SSC | Gokhale School, Mumbai | 1991 | 1st |

* Diploma in Computer Application

**SKILLS AND ABILITIES:**

* Experience in collecting all types of documents in various formats such as audio, magazines, journals, databases, video for all age users.
* Proficient in co-coordinating with all level people as a good team member for the future goals and mission of the organization.
* Keen with an ability to adopt new techniques as per the needs.

**PROFESSIONAL EXPERIENCE DETAILS:**

**Company Name: Tara International (4 years)**

**Post : Admin**

**Job profile**

* Assisting managers/staff
* Scheduling meetings/events and data entry
* Point of contact calls, emails, etc.
* Generating quotations, reports and letters
* Conducting Sales promotion meetings

**Company Name: Standard Chartered Bank Agency (2 years)**

**Post : Admin**

**Job profile**

* Generating Database of potential Customer
* Sales Promotion of the product
* Conducting Seminar and training for products.
* Handling clients query and follow ups
* File handling of the customer and updating documents.

**Company Name: TATA-AIG Life Insurance Co. Ltd. (2 years)**

**Post : Insurance Advisor**

**Job profile**

* **as an Insurance Advisor**

**Company Name: Datamatics Technologies Pvt. Ltd. (3 years)**

**Post : Data conversion officer**

**Job profile**

* Worked as data conversion officer of scientific articles produced in journals such as Nature, Elsevier, etc.

**Freelancing:**

Translation: - Language (English, Hindi, Marathi),

Transcription: -Audio, text transcription, Medical /science articles,

Subtitling: -For English TV serials, video clips

Voice over: -E-learning Apps English and Hindi Marathi

Report writing: - for well-known news channel converting news in Hindi to English

Data entry, MS-word, MS-excel and PowerPoint, administration.

**PERSONNEL DETAILS:**

**Date of Birth:** 16th Nov 1975

**Address:**  Flat No.- H – 6, Indrayani Co-op Housing Society, Survey No. 79, Hissa No

11(A+B), Near Eklavya Polytechnic, Opp. to Shantiban Heights, Kothrud, Pune -411038.

**Marital Status:** Married **Linguistic Proficiency:** English, Marathi, Hindi

Interested in participating and coordinating in Cultural, Social activities, games.

**I hereby solemnly affirm and declare that all the above furnished information is true & correct to the best of my knowledge and belief.**

**Thanks, for your consideration**

**Place: Pune Yours Sincerely**