

# CURRICULUM VITAE

## **ANJALI A. BHADSAWLE**

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### CAREER OBJECTIVES:

To obtain challenging position in your esteemed organization and to work as an achievement oriented professional where I can utilize and upgrade my knowledge and skills for mutual growth and advancement.

### PERSONALITY TRAITS:

- Strong leadership and motivational skills.
- Ability to handle pressure.
- Excellent written and verbal communication.
- Efficient to work with team.

### PRESENT JOB PROFILE :

1. Arrangement of Study Tour ( Local and outside ) for the Students.
2. Care taking as a Local Guardian.
3. Solving Inter Personnel and Intra Personnel Human Relations.
4. Academics Curriculum activities are taken care.
5. Overall In charge of the Institute. (Infrastructure, logistics etc.)

### CAREER HISTORY:

#### ❖ C.K. SHAH VIJAPURWALA, INSTITUTE OF MANAGEMENT (MBA), VADODARA

**Job Position: Admin Officer**

**Year:2009 (Presently Working)**

### DUTIES:

- Arrangement of Logistics at the time of event (Seminar, Conference, Workshop) like Guest Accommodation, Pick & drop, Food, Stationary etc.
- Coordination with Head Office and Local Management Team for monthly meeting with Minutes.
- Coordination with University. Handling Ph.D. section.
- Coordination with Security Contractor, House Keeping Contractor, Canteen Contractor.
- Keeping Stationary record and maintaining all AMC records.
- Booking Air Ticket / Train Ticket / Hotel for Guest. Follow up with Agency to maintain Infrastructure.
- Keeping filling system and despatch record.Part of Accounts work (Manually)
- Taking care of all organisational administration work.

❖ **OM INTERNATIONAL, VADODARA**

**Job Position: Front Office Executive**

**Year:2007 to 2009**

**DUTIES:**

- Counselling and collection of relevant documents to prepare a file of client as per the country criteria.
- Coordination with Embassy for further procedure.

❖ **GUJARAT SAMACHAR, VADODARA**

**Job Position: Front Office Executive**

**Year:2005 to 2007**

**DUTIES:**

- Handled Reception, despatch.

❖ **MEKASTER INTERNATIONAL PVT. LTD., VADODARA**

**Job Position: Sr. Secretary**

**Year:1994 to 2000**

**DUTIES:**

- Reception and despatch.
- Assisted 5 Managers in correspondence and documentation.
- Follow up with Clients for Payment.
- Coordination between Factory and Branch (Marketing. Office)

❖ **L.I.C., VADODARA**

**Job Position: Office Assistant**

**Year:1993. (Contract Based)**

**DUTIES:**

- Assisted to Seniors in CLERICAL WORK regarding Policies of Life Insurance.
- Keeping month wise / year wise record of different policies.

❖ **INDO NISSAN OXO CHEMICALS LTD., VADODARA**

**Job Position: STENO Typist cum Clerk**

**Year:1993. (Contract Based)**

**DUTIES:**

- Attached with Personal Manager, Correspondence, filling etc.

**Technical Skills**

- Proficient in working on M.S Office.
- Internet Savvy.

**Projects, Achievements & Extra Curriculars Activities Undertaken at Post Graduate Level: -**

- Received Certificate as a PIONEER Member from C.K. Shah Vijapurwala Institute of Management.
- Received many Certificates as a part of Conference, Seminar, Workshop and Guest Talk.
- Received mail from my International Students of NEPAL for whom I have done MENTORSHIP for 2 years.

**Academic / Professional & Additional Qualification Details: -**

Sr. No.	Name of Degree / Diploma	Name of Institution / University	Year of Passing	Specialized Subject	Class / Percentage
1	<b>M.COM</b> (Master in Commerce)	<b>M.S. University of Baroda</b>	1994	General	50.00%
2	<b>B.COM</b> (Bachelor in Commerce)	<b>M.S. University of Baroda</b>	1992	General	56.00%
3	<b>H.S.C</b> (GSHSEB)	<b>Maharani Chimmabai High School</b>	1989	General	60.00%
4	<b>S.S.C</b> (GSHSEB)	<b>Maharani Chimmabai High School</b>	1987	General	63.00%

**PERSONAL DETAILS:**

<b>Name:</b>	<b>Anjali. A. Bhadsawle</b>
<b>Family Background</b>	Husband : Mr. Amresh Bhadsawle ( <b>Umpire, Baroda Cricket Association</b> ) Mother-in-law : Mrs. Naina Bhadsawle ( <b>Home maker</b> ) Elder Daughter : Miss. Bhakti Bhadsawle ( <b>Persuing H.S.C.</b> ) Younger Daughter: Miss. Nupoor Bhadsawle ( <b>Perusing S.S.C</b> )
<b>Date of Birth</b>	12 <sup>th</sup> October, 1971.
<b>Nationality</b>	Indian (Hindu)
<b>Gender &amp; Marital Status</b>	Female / Married
<b>Languages Known</b>	English, Hindi, Gujarati & Marathi [M.T] – ( <b>Speak, Write &amp; Read</b> ). Kannada ( <b>Speak</b> ).

**Note : Present CTC – 3,25,000.00 Lacs**

I hereby declare that the information furnished above is true the best of my knowledge.

**Yours sincerely**

**ANJALI BHADSAWLE**