

Shubhada Auchare

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PROFESSIONAL REVIEW

- Worked at PACE IIT/MEDICAL Nigdi Pune.(From September 2018 - January 2020)
 - Professional makeup artist course plus internship in Lakme academy powered by Apetch Akurdi.
 - Worked at Phoenix Mall of the Millennium Wakad as a Floor manager.(June 2023 to April 2024)
 - Working at Kohinoor group pune as a Guest relationship executive. (April 2024)
- ✓ Strong communication, collaboration & team building skills with proficiency at grasping new technical concepts quickly & utilize the same in a productive manner.

ACADEMIA

Qualification	Institute	Passing Year	Score
Bachelors in Arts	Savitribhai Phule Pune university	2023	65.00%
High School(10+2)	Maharashtra Board HSC	2015	64.62%
Secondary	Maharashtra Board SSC.	2013	69.00%

WORK SUMMARY

Successfully accomplished:

■ Work at PACE Institute

- Preparing the schedule of students
- Organizing the classes as per schedule
- Informing the schedule to the faculties
- Taking attendance of the students manually.
- Handling overall system work
- Conducting weekly test for the students.
- Providing worksheet to the students in absents of the teachers.
- Preparing question papers for the test as per pattern and portion.
- Keep a clear record of students form as well as their fees.

■ Work at Phoenix mall

- Managing the whole floor.
- Daily updates of late opening and early closing of the stores
- Daily washroom cleaning updates on hourly bases
- Daily floor checklist to be properly filled
- Handling the customer calls
- Handling the customer queries.
- Information regarding the brands.
- Explaining and directing the customers as the property is huge.
- Daily reports to be shared on mail.

■ **Work at Kohinoor group**

- Greet guests and clients warmly and professionally
- Manage front desk duties
- Tag leads in software for smooth assignment of leads
- Ensure clean, organized reception area
- Work closely with the on-site team to provide seamless service and maintain high standards of customer satisfaction.
- Support daily administrative Task.
- Relationship management with senior and middle management key clients who are tenant in our park;

SKILLS

Communication skills, Customer service skills, Organizational skills, Administrative skills, professionalism and presentation, language skills.

PERSONAL DETAILS

Fathers name :- Ajay Shrirang Auchare
Address :- Asthavinayak colony, Jai Bhawani chowk, Nr kunal hotel Pimpri
Date of Birth :- 26 June 1997.
Languages Known :- English , Hindi & Marathi
Nationality :- Indian
Marital Status :- Single

(Shubhada Auchare)
