

## RESUME



**Manasi M. Gawade**

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### Objective:

To obtain a potential long-term network position within a diverse environment where my knowledge, skills, and experience are aptly utilized and challenged to meet the needs of growing global minded company.

### WORK EXPERIENCE :

**Company: Pride Purple**  
**Duration: 2013-2016**

### Responsibilities:

Done front office reception role

Greet client attending them, Make Agreements for Rental Properties of Apartments, Using all Required Applications like PDF Reader, MS-Office, Power Point, other formats required for Work.

**Company: Goel Ganga Development Job**  
**Profile: Front office Executive**  
**Duration: 2016-2018**

### Responsibilities:

Support and assist the corporate customers Online to troubleshoot faults.

Coordinate with all departments , attend client , attend calls

Expertise , Computer Savvy in Ms-Office, Ms Exel , Word, Internet,

**Company: Aquat Bath Fitting**  
**Duration: 2020-2022**  
**Job Profile: Sales Executive**

Attend all Architecture and Interior Designer.

Co – Ordinate with all Dealers Follow up them through mail & calls.

**Company:** Global Constrictions.  
**Duration:** 2024-2025  
**Job Profile:** Sales Executive

**Responsibilities:**

Attend client, follow up them

Co – ordinate with another plotting project.

Expertise, Computer Savvy in Ms-Office, Ms Exel ,Word, Internet,

**Company:** Prestine Developers.  
**Duration:** Sep 2025 – Till date  
**Job Profile:** Guest Relationship Executive

**Responsibilities:**

Support and assist the corporate customers Online to troubleshoot faults. Coordinate with all departments, attend client, client tagging, Channel partners tagging and attend calls.

**Educational Qualifications:**

Graduation in Comers from PuneUniversity  
And interior designer diploma

**Languages Known:**

Read, write & speak: English, Hindi and Marathi

**Additional Information:**

Date of Birth: 11 Jan 1993

Hobbies: Listening Music.