

## **CURRICULAM VITAE**

**PRACHI SHAIENDRA AMBURLE**

**Mobile: +91 9969800035**

**Email: amburle.prachi@gmail.com**

---

### **Objective**

I desire to work in a competitive environment and execute challenging assignments to the benefit of my employer. This in turn will enable me to leverage my skills and abilities to the fullest and enhance them.

---

### **Professional Experience : 4.5 Years**

#### **Job Profile/Responsibility:**

#### **Megaplast India Pvt Ltd.**

**September 8, 2020 To Till Date...**

**Location:-** Nariman Point.

**Designation –** Executive Assistant to **Director**

#### **Responsibilities:**

- Acting as a point of contact among executives, employees, clients and other external partners.
- Completes a broad variety of administrative tasks for the Director including: managing an extremely active calendar of appointments; arranging detailed travel plans.
- Managing information flow in a timely and accurate manner.
- Make travel and accommodation arrangements.
- Oversee the performance of other clerical staff.
- Handles his personal work other than official duties.
- Look after all personal and official vehicles inventory.
- Screen and direct phone calls and distribute correspondence.
- Organize and maintain the office filing system.
- Filing and retrieving corporate records, documents, and reports.
- Greeting visitors and deciding if they should be able to meet with Director.
- Reading and analyzing incoming memo's, submissions, and distributing them as and whom needed.
- Handle all Credit card's statement For Director and ensure smoothly payments.
- Sorting, distributing and replying incoming E-mails and other correspondence.
- Organizing meetings and booking meetings room.
- Uphold a strict level of confidentiality

- Verifying each invoice for every expenses of office.
  - Develop and sustain a level of professionalism among staff and clientele.
  - Completes projects by assigning work to clerical staff and following up on result.
- **Worked With Herbolab India Pvt Ltd. (Dr. Vaidya's) As an Executive Assistant (To CEO & COO) For 1.5 Years From (January 2019 to July 2020)**
  - **Worked With Vidhant Group Of Companies As an Executive Assistant (To M.D) For 2 Years From (March 2017 To January 2019)**
  - **Worked With Jatra Advertising Pvt Ltd. As Project Manager For 2 Years From (May 2014 To February 2017)**
  - **Worked As A Freelancer (Animation) (June 2013 To May 2014)**

**Educational Qualifications:**

Qualification	Institute	Board/University	Percentage	Passing Year
S. S. C.	Sane Guruji Vidyalaya	Maharashtra Board	60%	2008-09
H. S. C.	Dr. Ambedkar College	Maharashtra Board	45%	2010-11
Degree (AAIP)	Arena Animation	GNU University	Grade "A"	2013

**Personal Details:**

Name : Prachi Shailendra Amburle

Address : 95/123, Golphadevi Road, Near Hanuman temple, Worli Village, Mumbai- 400 030.

Date of Birth : 6<sup>th</sup> April 1993

Gender : Female

Marital Status : Unmarried

Language Known : English, Hindi and Marathi.

Hobby : Travel. Food. Book. Music

I do here by declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

Yours faithfully,

(PRACHI AMBURLE)

---