**Curriculum Vitae**

**Name - Mrs. Urmila Sandeep Rane**

**Address- Neelkanth Chaya CHS ltd.**

**A-7 M.P. Road , near Maratha mandir hall**

**Dombivli West-421202**

**DOB 14th  August 1982**

**Contact no. 8291440101**

**Nationality Indian**

**Email ID** [**sunenterprises22229@gmail.com**](mailto:sunenterprises22229@gmail.com)

**Carrier objectives**

**To exploit my potential above to the fullest y using my talents and skills and matching them with the expeditiously changing corporate state of being . To be successful in all what i do.**

**Educational Qualification**

**BSC Chemistry [Mumbai University] in 2003 from MPASC College .**

**Languages Known English, Hindi, Marathi.**

**Work Experience**

**Company Sun Enterprises**

**Position Administration , customer service executive**

**Period of work Since 2012 to September 2019**

**Profile**

**Handle the daily operations. Give reply to all official mails. Handle the floor as well customers escalations., inbound calls.**

**Company M/s. United Van Der Horst Ltd.**

**Position Assistant to the Sales as well technical Dpt.**

**Period of work Since January 2008 to December 2010**

**Profile**

**Prepration of Quotations, tenders, documentation. coordinating to the sales department.**

**Company Transport Corporation of India Ltd.**

**Position Office Assistant**

**Perid of Work January 2006 to November 2007**

**Profile mention as above**

**Company M/s. Asian Oil Company**

**Position Chemist**

**Period June 2003 to November 2005**

**Profile Testing of oils.**

**Instrument handle Viscometer, test the flash point, viscosity , density of oil.**

**Extra Activity Participants in tournaments.**

**Software Skills MS office, internet surfing, Tally**

**[Urmila Sandeep Rane]**