

# Aditi Anand Chopdekar



## CONTACT DETAILS:

Email: a.chopdekar7788@gmail.com

Contact No: (+971) 504374209

## LANGUAGES:

English, Hindi, Konkani and Marathi

## SKILLS:

Loyal, Hardworking and dedicated. Adaptable Nature and open to new ideas. Responsible Contributor towards work.

## PERSONAL DETAILS

Date of Birth : 10<sup>th</sup> Feb 1994  
Sex : Female  
Marital Status: Married  
Nationality : Indian  
Passport No : V4854596  
Visa Status : Visiting Visa

## CAREER OBJECTIVE

Highly organized and detail-oriented professional with more than 10 years of experience in managing front office desk and various other office operations. Aspiring to work in hospitality and tourism industry and desire to pursue a position in the Organization that would boost my personal potential and enhancement of the organization.

## WORK EXPERIENCE

**Company Name:** Wisdom hospital

**Duration:** 01-03-2023 to till date

**Designation:** Receptionist

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**Company Name:** RG Stone Hospital

**Duration:** 01-11-2019 to 17-08-2022

**Designation:** Patient Care Executive Cum Front office.

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**Company Name:** Indoco Remedies Limited

**Duration:** 15-06-2015 to 22-10-2019

**Designation:** Office Assistant- Corporate Quality Assurance

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**Company Name:** Indoco Remedies Limited

**Duration:** 06-10-2014 to 22-04-2015 (6 Months Contract)

**Designation:** Receptionist

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**Company Name:** Hassan & Company

**Duration:** 22-03-2014 to 30-09-2014

**Designation:** Store Keeper

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**Company Name:** First Flight Courier

**Duration:** 01-05-2013 to 18-03-2014

**Designation:** Customer Care Executive

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**Company Name:** Microxpress Tulip Company

**Duration:** 22-11-2012 to 30-04-2013 (6 Months Contract)

**Designation:** Office Assistant

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**Company Name:** Tiles Shop

**Duration:** 09-04-2012 to 20-11-2012

**Designation:** Sales girl

## ACADEMIC QUALIFICATION

HSSC Arts through Goa Board at Vasant V.S Kukalekar  
Higher Secondary at Old Goa in the year 2012

## ADDITIONAL QUALIFICATION

Diploma in Computer Application for 6 months

## DECLARATION:

I, undersigned that the information given above is true and Correct to the best of my knowledge and abilities

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(Aditi Anand Chopdekar)