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Name:-Rupali Dharmaraj Impal.  
Email Id:- rupaliimpal403@gmail.com  
Address:- Ashwamedh Nagar, Peth Road, Nashik  
Contact Details:- 7773969549  
Date of Birth:- 01/04/1994



**Career Objective** To gain long term employment with a company that is on or looking to be on the cutting edge, a company that puts value on people and the products they are promoting. Honest and ethical, I am looking to call this company my family.

**Academic Details** B.A(2015) With aggregate of 56.20 % from University of Mumbai.

**Work Experience** Worked as a Back Office Executive in Directorate Of Tourism From November 2021.

**Roll &Responsibilities:-**

Answering screening and forwarding incoming phone calls.  
Receiving and sorting daily mail. Answering Daily mails,  
Maintain Inward-Outward Register. Handling Vendors/other offices  
contact details file & information Like sending letters Courier & postages  
details & Inward. Outward entries etc.  
Insert customer and account data by inputting text based and numerical  
information from source documents within time limits in MS-Excel.  
Managing security and telecommunications systems. Performing basic  
admin duties including printing, sending emails, and ordering office  
supplies.  
Handling queries and complaints via phone, email and general  
correspondence.

**SKILLS**

Travel arrangements, call booking  
Computer and Internet Skills  
MS office, office management  
Administrative skills, Good Communication Skill.

**STRENGTH &  
HOBBIES**

Problem solving. Reading, Writing  
Communication & Fast Learner

**DECLARATION**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Nasik