



# Shailendra MHAMUNKAR

Dynamic and Self-Driven  
Entry-Level Professional  
Seeking Challenging Opportunities

## CONTACT

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India, Mumbai

## EDUCATION

**S.Y.B.Com**  
Mumbai University, India, Mumbai

## HOBBIES

- Dancing
- Video games
- Bike riding
- Traveling
- Swimming

## LANGUAGES

## PROFESSIONAL SUMMARY

I've worked in customer service roles. I've developed excellent communication and problem solving skills. As well as I have experience in Delivery partner task in last many years. A part from this i also have experience as an Office Assistant. This is what I gat experience of working in an office environment, performing administrative task and providing assistance to colleagues

Now I am looking for a new role where hard work and dedication will be highly valued

## EXPERIENCE

<b>Customer service executive</b> Viva connect pvt ltd, India, Mumbai	2023 - 2024
<b>delivery partner</b> Zomato India pvt ltd, India, Mumbai	2017 - 2023
<b>Office Assistant</b> Aatman innovation pvt ltd, India, Mumbai	2015 - 2015
<b>Office Assistant</b> MediHeights hospital, India, Mumbai	2013 - 2015

## SKILLS

Communication	★★★★★
Teamwork	★★★★★
Creativity	★★★★★
Problem-solving	★★★★★
Adaptability	★★★★★
Openness	★★★★★

## CUSTOM

Seeking on opportunity to utilize my skills to improvise the operations of the company where I work. Able to work in a challenging and demanding work environment, as it offers an opportunity to learn and excel progressively

## COURSES

- English
- Hindi
- Marathi

## **Ms-Cit**

[Keerti computer classes](#)

## **Basic knowledge of computer**

[Keerti computer classes](#)