

Ms. MADHAVI S. GHARE.

Work Experience

Organization: Self Employed.

Duration: July, 2006 till date.

Designation: Content Writer, Tarot Card Reader, Trainer.

Key Responsibilities: To write content for various media like web and print, To provide guidance to querents using Tarot Cards, To conduct Tarot Workshops, To Conduct Creative Writing Workshops.

Organization: IndoGlobal Mass Media Pvt. Ltd., Pune.

Duration: Feb, 2006 to May, 2006.

Designation: Head of Content.

Key Responsibilities: To handle the content aspects from concept to implementation for various media like print and web - this included taking intensive briefings from the client and liaising between the content, design and sales teams. To meet deadlines for various projects. To handle the Training of the team members. To conceptualize, formulate and implement processes and process related documents within the teams.

Organization: Voices, Sohrab Hall, Pune.

Duration: Dec, 2005 to Jan, 2006.

Designation: Trainer, Part-Time.

Key Responsibilities: To train a batch of trainees in Spoken English including their accent neutralization.

Organization: Self Employed.

Duration: Oct, 2005 to Jan, 2006.

Designation: Trainer.

Key Responsibilities: To conduct Creative Writing Workshops at home: this focused on the technical and creative aspects of fiction writing – primarily short stories and novels.

Organization: MPhasis BPO Services Ltd.

Duration: 26 March 2004 to 16 August 2005.

Designation: Customer Service Executive with a UK Banking Process.

Key Responsibilities: To handle the customer queries and complaints with regards to their bank accounts. To maintain high level of performance and low AHT on calls.

Additional Information: Have received a Certificate for Process Improvement.

Organization: Amol Prakashan.

Duration: March, 2003 to Jan 2004.

Designation: Translator, Proof-Reader.

Key Responsibilities: To translate children's storybooks from Marathi to English. To Proof-Read the translations made by other translators.

Organization: P&O Nedlloyd.

Duration: 14 January, 2002 to 31 January, 2003.

Designation: Officer, Export Documentation (NAM Team, and EUROPE Team).

Key Responsibilities: To input Bills of Lading in the system. To Code and Check the Bills inputted by others in my team. To train the new inputters in the team.

Additional Information: Part of the Talent Committee in charge of the Creative Writing Department of the in-house magazine "Online".

Organization: Sapatnekar Auto Industries.

Duration: 1 June 1998 to 15 November 1999.

Designation: Office Administrator.

Key Responsibilities: To prepare Quotations and Delivery challans. To manage customer complaints. To keep track of the documentation relating to the delivery of jobs from the factory at Chakan to the various clients.

Organization: Eurotherm India Ltd.

Duration: 23 January 1998 to 31 March 1998.

Designation: Office Assistant.

Key Responsibilities: To handle all the written and e-mail correspondence. To type and file the office documents. To prepare Quotations. To attend customer phone calls.

Educational Qualifications

University / Board: Pune University.

Examination: M.A. (Economics).

Grade / Class / Year: IInd Class (51.37%) May 2000.

Specialization: Financial Planning & Investment Management; Economics of Industries & Corporate Finance.

University / Board: Brihan Maharashtra College of Commerce, Pune University.

Examination: B. Com

Grade / Class /Year: Ist Class (64%) May 1997.

Specialization: Secretarial Practice & Company Management; Cost & Works Accounting.

University / Board: Brihan Maharashtra College of Commerce.

Examination: Higher Secondary School Certificate.

Grade / Class / Year: 68.67% March 1994.

University / Board: Karnataka High School; Maharashtra Board.

Examination: Secondary School Certificate.

Grade / Class /Year: 83% March 1992.

Other Qualifications

Organization: Voices, Sohrab Hall, Pune.

Examination: Train the Trainer.

Grade / Class: A.

Computer Skills

Organization: Suyash Computers.

Examination: MS Office.

Grade / Class: A.

Software

(Skill Level-Expert): MS Office (Word, Excel, PowerPoint).

(Skill Level-Intermediate): Corel Draw, Macromedia Dreamweaver.

(Skill Level- Beginner): Adobe Photoshop.

Additional Information

- Have designed and maintained my own Web Page at www.geocities.com/madghare.
- Have my online portfolio of stories and poems on www.writing.com/authors/gypsy_8177.
- Have my own Website at www.madhavighare.com.
- Have an informative blog about Tarot at <http://taroticallyspeaking.wordpress.com>.

Personal Information

Name: Madhavi S. Ghare.

Date of Birth: 8 January 1977.

Age: 31 years.

Gender: Female.

Marital Status: Single.

Hobbies: Writing, Reading, Meditation, Listening to Music,
Watching Movies, Dancing.

Other Interests: Tarot Card Reader.

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North Main Road, Koregaon Park, Pune 411 001.

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References: Available on request.

Ms. Madhavi S. Ghare.

Date: