

SAKSHI SACHIN AMBRE

Shivsmruti Building, 313, 3rd Floor, Lower Parel, Mumbai – 400013

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Career Objective

To succeed in an environment of growth and excellence that provides me job satisfaction and helps me achieve personal as well as organizational goals.

Work Experience

Virtual Relationship Manager

Kaycomm Service Limited

(Duration: Not Provided)

- Handled customer communication and relationship management.
- Assisted clients with service-related queries and digital support.
- Maintained customer records and documented interactions.
- Ensured smooth virtual assistance and timely resolution of issues.

CCTV Viewing Officer

Commissioner of Police Office, Mumbai

July 2025 – Present

- Monitoring CCTV footage for security and surveillance.
- Reporting unusual activities to senior officers.
- Assisting in evidence collection for ongoing cases.
- Maintaining daily logs and documentation of monitored areas.

Educational Qualification

T.Y. B.A. (History), SNDT Women's University, 2024–25 – Result Expected

H.S.C., Mumbai Board, Feb 2019 – Passed

S.S.C., Mumbai Board, March 2017 – Passed

Other Qualifications

- Basic Knowledge of Computer
- Advanced Excel, MS Word, PowerPoint

Personal Details

Name: Sakshi Sachin Ambre

Date of Birth: 20/05/2002

Gender: Female

Nationality: Indian

Marital Status: Single

Languages Known: English, Hindi & Marathi

Hobbies: Travelling and Exploring Heritage

Strengths: Punctual & Hardworking

Declaration

I hereby declare that the above-provided details are true to the best of my knowledge.

Place: Mumbai

(Sakshi Ambre)