CURRICULUM VITAE

 

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**Career Objectives:**

Prove to be an assets by playing a major role in prosperity of the organization and growth of oneself m Always strive to do very best to evaluate success in order to live up to the standards set by management.

**Professional Qualification:**

* **MBA ( 2012 -2014 )** from Mahadevi Institute of Technology Dehradun.
* Marketing and Finance

**Academic Qualification:**

* Bsc from DAV ( PG ) college (affiliated to H.N.B.G.U) in the year 2011.
* Higher Secondary ( 12th) from K.V.F.R.I (affiliated to C.B.S.E Board) in the year 2008.
* Senior Secondary (10th) from K.V.F.R.I (affiliated to C.B.S.E Board) in the year 2006.

**Seminars and Trainings**

* 2 months Training at ONGC Dehradun and topic was capital budgeting. It was a development project of ONGC.
* Attended confluence 2012 workshop at IMS Dehradun international business summit of IIM Ahmadabad

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**Key Strengths**

* Excellent negotiation and problem solving skills.
* Adaptable and have a positive attitude towards change .
* Motivated and goal orientated .
* Ability to perform well on both independent contributor and team member.
* Computer literate : Ms office and working knowledge of internet.

 **Career Highlights**

6 month experience as a Sales Executive in Venus Realty Group Pune in real state.. Oct 2014 – April 2015 Organization : Venus reality group Department : Real state Designation : Sales Executive. Department : Sales and Marketing

**Duties**

* Negotiating with potential buyer.
* General office administration duties .
* Producing monthly pipeline reports for management purpose .
* Selling the company services via telephone ,online and also in the field .
* Managing and maintaining database of potential clients.
* Verifying the documents and submitting with 100% success ratio
* Initiate and close deals

***Notable Contributions***

* Achieved the targets in all months

**Personal Details:**

DOB : 13/05/1990Marital Status : MarriedGender : FemaleNationality : IndianLanguages known : English & Hindi