**First Name of Application CV No 1621692**

Whatsapp Mobile: +971504753686



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**Objective:**

To assist business development and growth of the organization by consistently delivering high quality results. To build organization capacity by way of self-development and improving Business processes, as a disciplined member of the organization. I would like a career that gives me rich exposure through diverse assignment and working with people of high caliber. I would constantly look out for challenges, which would help me to achieve my personal and professional goal.

**Qualification:**

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| --- | --- | --- |
| **Standard** | **Year of Passing** | **Board/University** |
| B. Arts | 2010 | Mumbai university |
| H S C | 1997 | Bangalore Board of Karnataka |
| S S C | 1995 | Bangalore Board of Karnataka |

**Computer Skill**:

M S Office (Word, Excel, and Power Point)

Outlook and DesktopPublishing

**Areas of Expertise:**

* Business Development
* Marketing and Presentation
* Customer Service
* Training and development
* Team management
* Relationship Management
* Sales and Marketing
* Market Segmentation
* Setting Targets

**Career Profile:**

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| --- | --- | --- |
| **C G CONSULTANCY PVT LTD** | Director | 2011 To 2014 |
| Office Manager | 2009 To 2011 |
| Operations Manager | 2005 To 2009 |
| Administration officer | 2001 To 2005 |

Worked with C G Consultancy Pvt Ltd., New Mumbai since 2001to 2014and total tenure with the organization for 14 years.

The company’s main profile **Vaastu Shashtra** means traditional Hindu system of architecture, which literally translates to "science of architecture." science of architecture and construction these survive as manuals on design, layout, measurements, ground preparation, space arrangement, spatial geometry and other aspects of architecture.

**Professional Experience:**

* Dealing with agency for a slot (as per our requirement)
* Check the Episode which is ready for on air
* Along with concept make sure the animation part should be perfect
* Ensure that all workings are manufactured in a correct, cost effective and timely manner in alignment with specifications and quality requirements
* Chalk out or improve operational systems, processes and best practices that guarantee organizational well-being
* Purchase materials, plan inventory and ensure warehouse efficiency
* Contribute towards the achievement of company’s strategic and operational objectives
* Examine financial data/statements and utilize them to improve profitability
* Perform quality controls and monitor production
* Recruit, train, supervise and appraise human resources
* Cater to clients’ or personnel’s concerns
* Maintains administrative staff by recruiting, selecting, orienting, maintaining a safe and secure work environment
* Provides communication systems by identifying needs, evaluating options, maintaining equipment; approving invoices.
* Purchases printed materials and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices.
* Completes special projects by organizing and coordinating information and requirements, planning, arranging, and meeting schedules, monitoring results.
* Dealing with Vendors and negotiating on prices was the major task. Also was handling Stock department as well.
* To visit client’s house and draw the plan of his house/ office. To predict the problems in his daily routine based on the plan of the house and to convince him for the full remedies with the 10 Vaastu materials.
* To guide him through setting of the materials and explain him the daily procedure he has to follow in order to observe changes. To visit the client after setting of the materials (term known as Implementation Check Visit) and to confirm if any changes are observed.

**Personal Information**:

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| Gender | Female |
| Date Of Birth | 29th May 1979 |
| Nationality | Indian |
| Marital Status | Single |
| Language Proficiency  | English, Hindi, Kannada and Marathi  |