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**SHWETA**

**SHWETA.337622@2freemail.com**

**CAREER SUMMARY**

* A competent professional with 6 months of UAE experience in Customer Service & Sales with complete profit accountability.
* Acquired knowledge and understanding of subjects like Development of new clientele and analysing competitor’s strategies.
* A team player with strong analytical and interpersonal skills.

**KEY SKILLS**

* New client development.
* Client relationship management.
* Clear communication skills.
* Positive attitude towards work.
* Willingness to learn.

**Academic Qualification**

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| **Certification** | **Specialization/Board** | **Institute/University** | **Year** |
| **MBA** | **HR**  | **International Institute of Business Management (Pune University)** | **2014** |
| **BBA** | **Marketing** | **MIT (Pune University)** | **2012** |
| **12th** | **Science ( Physics, Chemistry , Biology, English )** | **Maharashtra State Board** | **2009** |
| **10th** | **SSC** | **St.Alphonsa High School** | **2007** |

**WORK EXPERIENCE**

**Organization : CHIP ONE EXCHANGE, DUBAI 18th April, 2016**

**Designation : International Marketing Analyst ( 6 months)**

**Sales for electronic components like IC’S, resistors, connectors, etc.**

**Responsibilities :**

* To find out new leads with whom we can deal regarding the electronic components.
* Imparting knowledge about Product to the dealers and Customers.
* Handling their requirements and understanding how we can support them.
* Negotiation on pricing with the customers, in order to lock the deal.
* Building and maintaining healthy business relations with channels, major clients, ensuring customer satisfaction by achieving delivery & service quality norms.

**Organization: Fibre India ( Bhosari MIDC ) 6th Oct ,2014**

**Designation : HR Executive (11 months)**

**Responsibilities**

* Recruitment and selection of the sales force.
* Managing Public Relations.
* Venturing into new areas, developing new markets and new clientele base in assigned region.
* Imparting knowledge about Product to the dealers and Customers.
* Building and maintaining healthy business relations with channels, major clients, ensuring customer satisfaction by achieving delivery & service quality norms.

**Summer Internship**

* **Organization: KIRLOSKAR OIL ENGINES** , Pune **May 2014- July 2014**

 **Project Undertaken:** To study the recruitment and selection process

**Co-Curricular Activities**

* Diploma in Kathak (**Akhil Bharatiya Gandharva Mahavidyalay,New Delhi**)
* Runner up for NrityaUtsav (**Surya Channel**)
* National N.S.S volunteer (**Govt. of India, under Rajeev Gandhi Scheme**)
* Best N.S.S Volunteer Award (**MIT SOM College**)
* Volunteer for IMCP (**Improve My city Pune**) for social cause.
* Volunteer for managing a NGO (**Bright Star House**) for HIV Positive orphan children
* Invited twice as the chief guest and judge for Technobizz-Spandhan 2015 and 2016 state level intercollegiate personality competition jointly organized by ATSS CBSCA and NYKS govt.of India.

**Interests**

* Adventure sports
* Listening to music.
* Painting**.**

**DECLARATION**

I hereby declare that all the above given particulars and details are true to the best of my knowledge and belief and I am also willing to give my best for the company.

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