SHWETA

Shweta.361371@2freemail.com

***Career objective:***

To work for an organization which will help in value addition and give scope for challenges and opportunities to exploit and enhance my strength and skills.

***Professional skills:***

* Strong presentation and negotiation skills
* Ability to organize, plan, and prioritize things effectively
* Having good financial and administration skills
* Positive attitude for managing business problems

**PROFESSIONAL EXPERIENCE**

JULY’ 14 – JAN’ 16

**MY MENTOR (Guidance personified)**

Faculty (competitive exams)

Profile brief:

* Develop course handouts and presentations
* Work with other senior faculty for program curriculum, standards including reviewing process too.
* Participate in program level learning assessment.
* Assess students’ progress by grading papers, tests.

**LEADING EDGE INFORMATICS**  NOV’ 14-DEC’ 15

Junior Faculty (management subjects)

Profile brief:

* Plan lessons and assignments.
* Advise and assess students in their field.
* Perform other academically related duties as assigned by instructor’s supervisor.
* Planning and supervise students’ MRP, training program and field trip.
* Be available to students via email, phone or personal conference for their queries throughout the college hours.

**MONEY CAPITAL HEIGHT RESEARCH PVT. LTD.** FEB’ 12- JUN 13

Business Development Executive (Leads & Research)

Profile brief:

* Understanding and evaluating customer needs.
* Maintaining CRM
* Handle clients’ day to day trading accounts, deal with their broker if any.
* Give proper guidance to work in quick research market calls during market hours.
* Make policies and plan for the team to improve team performance as well as for company growth.
* Report daily CRM report, data sheet, client’s feedback to senior BDE.

**ACADEMIC QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Exam** | **Year** | **Board/University** | **Grade** |
| M.B.A(FIN. AND HR) | 2013 | D.A.V.V University, Indore | First class |
| B.Com. | 2010 | D.A.V.V University, Indore | First division |
| H.S.C | 2007 | Madhya Pradesh board  | First |
| S.S.C | 2005 | Madhya Pradesh board | First |

**INTERESTS**

* Traveling- specially to hill stations
* Track Indian markets (stock and commodity both)
* Playing and watching cricket.
* Cooking and dancing

**Extra curricular activities**

* Successfully coordinated in the event of IMA (shaping young minds program)

* Served as **House captain** at school level

* Participated in **debates.**

* Participated in **event business plan**
* Participated in ad-mad show and videos in inter college fest.
* Event facilitator of SPANDAN’ 12 – Annual Function organized by SVGC.

**Personal Information**

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* .Date of birth: 02-Jan-1990
* Sex: Female
* Marital status: Married
* Language proficiency: English, Hindi, Marathi
* Nationality: Indian
* Religion: Hindu
* Computer skills: Well versed with basics of MS word and Excel. Working

 knowledge of Tally 7 accounting system and the internet.

**Declaration**

I hereby declare that the above information is true to the best of my knowledge & belief.