**Curriculum Vitae**



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| **HARSHITA****HARSHITA.367288@2freemail.com** |  |
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**CAREER OBJECTIVES**

To be an astute learner and the best performer in the organization. So that I can build an innovative career in the esteemed organization by using my skills and other significant talents.

**INTERNSHIPS:**

Company Name : ADORA GIFTS PVT LTD

Intern : International Sales & Marketing

December, 2016 to March,2017

**RESPONSIBILITIES**

* Handle online  International sales and marketing.
* Promote products in International markets through  B2B portals, along with team members and through email marketing and internet marketing.
* To meet sales targets set by the company and to keep record of all production samples and production orders.
* To keep track of all business emails and to follow up with the clients from inquiry to order and delivery to feedback.
* To take weekly reports  from the team and monitor and guide their progress in achieving the targets.
* Maintaining and developing relationships with existing customers.
* Providing customers with quotations

Company Name : DIAL HEALTHCARE PVT LTD

INTERN :Marketing

April, 2016 – June, 2016

**RESPONSIBILITIES**

* Data Collection
* Data Management
* Handling purchase and sales records
* Stock Audit
* Field Work
* Handling Projects

**PERSONAL SKILLS**

* Socially adaptable with changing environment.
* Willingness to learn new things
* Strong communication and Presentation Skills.
* Creative and the ability to solve problems.
* Excellent time management and soft skills.( National Certificate in ‘MODULAR EMPLOYABLE SKILLS”)
* Excellent follow-up skills and the ability to handle pressure and meet deadlines
* Working knowledge of MS Office (Word, Excel, PowerPoint etc.)
* Good at organizing events(organized events in college and worked as an event coordinator for events)

**ACADEMIC QUALIFICATION**

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| M.B.A + PGPM2015-2017 | Pondicherry University |
| Bachelor of Management studies2012-2015 | Mumbai University  |
| H.S.C (Commerce)2010-2012 | Mumbai University |

**LANGUAGES**

* English
* Hindi
* Marathi
* Tulu

**PERSONAL**

 Date of Birth : 21-12-1994

 Nationality : Indian

 Marital Status : Single