Rekha

Dubai- UAE

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| **Summary**  |
|    | To work in professional environment and excel in work towards the betterment of the organization and my abilities. |
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| **Work experience** **Chargen Life Science- Andheri (E), Mumbai [Aug.2016 –March 2017]** Marketing Executive,* Making new clients via telesales,
* Searching online portals for e-marketing,
* Providing instructions to customers about the protocols for e-marketing, digital marketing.

 **Reference- Dr. Shalin Jhaveri** (Managing Director): **9820777224,** |
|  | **Reelabs Pvt. Ltd. Fort-CST, Mumbai [Aug.2015 – July 2016]**Customer Care Executive. * Scheduling the meeting with clients.
* Interacting with clients and answering their queries.
* Updating clients about new products, and products in pipeline.

 **Reference**- **Rahul Nagda** (Customer Care Manager): **9833778762** **R.M.S. Pvt. Ltd. – Babycell Andheri (E), Mumbai. [Nov.2011-July 2013]**  Relationship Executive * Counsel & create awareness on Stem Cell Banking & giving the benefits about the same through presentations, slide shows, arranging group presentations and study.
* Arranging group seminars for awareness about Stem Cell Banking.
* Attending the meet with doctors for new research development.
* Getting new clients, helping the back end team for functionality.
* Mentoring & training new trainees.
* **Awards:**

Recognized and Awarded for highest sales for the month of Feb 2012, as best executive in sales across regions in R.M.S. **Reference:  Mr.Rupesh Chavan** (Regional Sales Manager)**: 9833035919**, **CRY- Child Rights & You             [Jan.2008 – Jan. 2009]**  Intern for NGO - CRY. (Resource Mobilization Division)* + Managing the Mumbai Marathon event for CRY.
	+ To expand the support for the cause and registration of new clients.
	+ Attending new clients and existing clients visiting the Head Office.

**Reference:  Maria Peres** General Manager)**: 9821157358,** |
| **Professional Strengths*** Learning agility: Quick learner,
* Flexibility and adaptability,
* To complete the job with as much perfection as possible.
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**Education**  |
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| **T.Y.B.Sc.** – Biotechnology  | R. D. National College, Bandra(w), Mumbai – 400 054 |
| **H. S. C.** (Science) | Bhartiya Vidya Bhavan’s Hazarimal Somani College of Arts & Science, Chowpattty, Mumbai – 400 004.  |

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| **Languages** Known to speak, read and write- English, Hindi, Marathi, Sindhi**Interests** |
|   |  Reading articles, playing badminton, travelling, listening movies. |