Rekha

Dubai- UAE

Mobile- C/o 971505891826

E-mail: [*rekha.377154@2freemail.com*](mailto:rekha.377154@2freemail.com)

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| **Summary** | | |
|  | To work in professional environment and excel in work towards the betterment of the organization and my abilities. | |
| |  |  | | --- | --- | | **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. | |   **Education** | | | |
|  | | |  |  | | --- | --- | | **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. |