**SWETA**



**About Me**



**Objective –**

**To continue my career with an organization that will utilize my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills to benefit mutual growth and success.**



 PGDM (Marketing), Pune Institute of Business Management (Full-time) -2018  B.Com (Honors), Bhawanipur Education Society College - 2016  Higher Secondary from Shree Jain Vidyalaya for Girls - 2012  Senior Secondary from J.N Loreto - 2010



**Work experience**

**Duration – 19th September (Currently Working) Roles and responsibilities – Assistant Sales Manager**

 Generate leads from various sources and pitch different suit of product basis client requirements.

 Provide comparative property valuation and detailed understanding of suitable properties to client.

 Provide housing finance facilities to clients from different financial institution.

 Participate in various corporate event and promotional events for brand awareness and brand promotion.

 Accompany buyers during visits and inspections of property, advising them on the suitability and value of the residential property they are visiting based on current market conditions.

 Closed an average of 10 deals in span of 7months having a property valuations of 1Cr.

**Geetanjali Home Estate Pvt Ltd.**

**Duration – March to September**

**Roles and responsibilities – Sales Executive**

 Making enhanced outbound calls on leads provided by the company.

 Handling sales activities of commercial projects.

 Preparing proposals and presentations to build relationship with clients.

 Attending meetings and Organizing high powered sales promotional events & exhibitions.

 Schedule appointments and showing clients around properties.

 Closed 3 deals with the best practices in the market.

 Generated good amount of business for the company.



**Summer Internship at Future Generali Total Insurance Solutions, Mumbai**

**Duration- 3 Months (24th April 2017- 24th July- 2017 )**

**Project Title- Online to Offline Blue Sky Initiative**

* Interaction with 40-50 customers per day
* Sold 7 policies for Rs.10 lacs & 4 policies for Rs.20 lacs
* Analyze the market of insurance sector
* Share innovative ideas to enhance the sale
* Follow ups with the customers for better CRM

**Winter Internship at Aditya Birla Fashion & Retail LTD (Pantaloons), Delhi**

**Duration- 1 Month (8th December 2016- 7th January 2017)**

**Project Title- Visual Merchandising**

* Execute the promotional offers
* Using displays strategy, convert the non- performing brand to performing one
* Making a POP signages for better results
* Making presentations for the zonal representation of VM for each section
* Visual Merchandising
* Learned and executed the entire process of retail outlet

**Live Project at Big Bazaar**

**Duration- 15 Days**

**Project Title- Selling the Profit Club Card to make long term customers**



* Industry visit to Piaggio Vehicles to understand the industry work culture and environment
* Industry visit to Hager to understand the industry work culture and environment



Word 2010

Excel 2010

Power Point 2010



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| --- | --- | --- | --- |
|  |  | Marital Status: | Single |
| Birthday: | 14th October, 1992 | Nationality: | Indian |
| Gender: | Female |  |  |

 Email: sweta-396841@gulfjobseeker.com

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

**Declaration**

I, Sweta, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Sweta