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| KIRAN JADHAV Add: **Pune, INDIA**  Email: **kirronn@yahoo.in, kironnkishk\_19@yahoo.com**  Mob: **+91 8308973759** |  |

*Targeting a challenging role to manage as Result oriented…*

**Objective**

Capitalizing on my success with diverse multicultural teams, I am seeking a professional opportunity to leverage my exceptional project development and proven management skills to benefit your company as well your clients. Demonstrated ability in implementing effective and innovative design measures.

**Experience Summary**

1. **PSB CREATIVE LABS PRIVATE LIMITED**

Viman Nagar, Pune-411 014

Working as **Customer Relationship Manager E1** from May 15th 2013 to Aug 15th 2013.

Responsibilities:

* Plan, develop and execute marketing activity in line with the marketing plans.
* Build customer data base. Manage new and existing customers' account. To understand customer requirements and note down their queries and take effective actions.
* To manage market generate sale through customer interaction. Building bonds between customer and organization.
* Business analysis. Formation of daily, weekly reports. Dispatching mailer time to time.
* Lead generation and Follow up on leads generated internally, achieve and extend given target, establishes sales objectives by forecasting and developing annual sales quotas for regions and territories
* Maximize sales revenue and profitability by achieving agreed sales targets and prices

1. **SHREEM IT CONSULTING INDIA PVT. LTD.**

Physical add: 14 Archimedes st, Krameville, Sandton 2148

Postal add: Postnet suite 10, Private bag X9, Benmore, 2010, Johannesburg, SA.

Working as **HR/Operation Head** (Indian Branch) from Aug 15th 2013 to Jan 15th 2014.

Responsibilities:

* Improve the operational systems, processes and policies in support of organization mission – specifically, support better management reporting, information flow and management, business process and organizational planning.
* Manage and increase the effectiveness and efficiency of support services (HR, IT, and Finance), through improvements to each function as well as coordination and communication between support and business function.
* Contribute to short term organizational planning and strategy as a member of the management team.
* Recruiting and staffing, performance management and improvement systems.
* Employee orientation, development, training and relation.
* Employee compensation, benefit, safety, welfare, wellness and health administration.
* Visa application and follow up supplier.

**Professional Competencies-s kills & strengths**

* MS. Office 2000, from Aptech
* Graphic Designing [Corel Draw, Photoshop] from Edit institution
* Graphic Designing from University of Sharjah, UAE
* Advance excel- HNIMR
* Dress Designing & Garment Mfg. from Govt. Polytechnic Collage, Aurangabad, with First Class with Distinction in 1999 [Three Yrs.].

**Summer Project**

* An assessment of consumer awareness on radial tyres for heavy commercial vehicle at Apollo Tyres Ltd. Cochin, Kerala

**Work Experience**

* Designer Boutique owner – 4yrs
* Cloths Exhibition [Sparkle Designers Collection]
* Lectureship at Govt. Polytechnic- 1 yrs
* Just dial (sales executive)- 3months

**Academics**

* Post Graduation: MBA (Marketing) with 61.5% in 2013

Shri. Hireban Nanavati Institute of Management & Research

* High school: Post Basic School, Solapur with 74% in1994.
* Higher Secondary: Shivaji Collage, Aurangabad with 59% in 1996.
* Professional: BA - Arts BAMU University with 59% in 2002
* IT Skills: MS Office - Word, Excel and Power Point

**Extra Activities**

* M - Seal Murals, Fountain Making, Stain Glass, Glass Etching, Fabric Painting,

Worked as designer and Beautician

**Personal Details**

* Date of Birth: 10-May-1979
* Permanent Address: Survey No. 45/3,

Near Bhosure Workshop Kharadi Road,

Chandannagar, Pune – 411014.

**Personal profile**

NAME : KIRAN SITARAM JADHAV

HUSBAND NAME : MR. KISHOR CHAVAN

MOBILE : 8308973759

DATE OF BIRTH : 10th May 1979.

NATIONALITY : Indian

SEX : Female

MARITAL STATUS : Married

LANGUAGE KNOWN : English, Hindi, Marathi.

**Declaration**

In the light of the above facts I may assure you sir, if I get a chance to serve your organization. I shall try my best to satisfy my superior with hardwork, honesty and good behavior.

Thanking yours faithfully

Snd

[KIRAN S. JADHAV]