

VRUNDA DAVE
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CAREER OBJECTIVES

To gain employment with a company or institution that offers me a consistently positive atmosphere to learn new technologies and implement them for the betterment of the business.

PROFESSIONAL EXPERIENCE

HINDUSTAN TIMES

Intern – 2 Months

Roles and Responsibility:

- 1.) Door to door marketing of Mint Newspaper of Hindustan times.
- 2.) Research work about given topics.

PROJECTS UNDERTAKEN

- **Ramdev Masala Pvt Ltd.**
- **Meghmani Chemicals Ltd.**
- **Government & Private Petrol Ltd.**

Roles:

- 1.) To do the market survey of above listed companies in terms of marketing and sales.
- 2.) To check and maintain the accounts.
- 3.) To create a Basic structure report of Accounts, Market and Sales and submitting it to the higher authority.

KEY SKILLS

- Microsoft Office.
- Team Management.
- Benefits Negotiations.
- Public Relations.
- Time Management.
- Internet Sourcing.

INTERPERSONAL SKILLS

- Excellent communication skills and public relations.
- Ability to grasp the new skills.
- Hard working, disciplined, innovative, caring, efficient, dedicated, motivated, sincere toward work.
- I consider every position with full of responsibilities assigned to a person. I accept Challenges, challenge the changes and adapt to changes.
- Expert in the latest technologies and upgrade knowledge every day.
- Ability to rapidly build relationship and set up trust.
- Confident and Determined.
- Ability to cope up with different situations.

QUALIFICATION

Masters of Business Administrations (MBA) - 2017

GTU (Gujarat Technological University) CGPA – 7.5

Bachelors in Commerce (B.Com) – 2014

GU (Gujarat University) CGPA – 6.1

HSC – 2011

GSEB – 50%

SSC – 2009

GSEB – 50%

DECLARATION

- I do hereby declare that the above information is true to the best of my knowledge.