

**PRERNA JAIN**

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**Objective**

- To get an opportunity where I can implement my skills for the development of an organization as well as myself.

**Professional Experience & Achievements**

**1. Executive Assistant (SSIU-Gandhinagar)**

**(April 2019- Present)**

- Coordinating executive communications, including taking calls, responding to emails and interfacing with clients and Vendors behalf of Chairman.
- Preparing MOM, Arranging meetings and Calendar management on daily basis.
- Scheduling meetings and appointments and manage travel itineraries.
- E-mail communication behalf of Chairman.
- Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.
- Assisting HR in recruitment process and HR formalities.
- Upholding a strict level of confidentiality
- Developing and sustaining a level of professionalism among staff and clientele.

**2. Member Relationship Executive (BGCCPL)**

**Owned By ADANI REALTY, Ahmedabad)**

**(April 2017 to Feb 2019)**

- Handling & responding customer's and Members queries and suggestions.
- Handling CRM activities, taking follow up with Members and prospective Customers.
- Handling Pre-sales activities and taking care of Salesforce / Salesforce updation and sending Lead reports to Management on daily basis also doing Sales Support activities.
- Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.
- Coordinating with marketing team and management for Members queries.
- Handling Win-Hms and Parafait software.
- Sending Greetings/ wishes/ emailers and newsletter to Prospective clients and Members on daily basis.

- Receiving payment of AMC & maintaining A/C of each Member supporting the sales team, product team and customers.
- Doing night audit and sending flash report to management on daily basis.
- Assisting Director and Promoters in daily meetings and preparing MOM and Calendars on daily basis.
- Making Power point presentation for Quarterly meetings.

### **3. Sr. Relationship Executive (HDPL-VLPL, Valencia India, Ahmedabad)**

**(Jan2016- July2016)**

- Assisting Director in daily meetings.
- Handling social media activities.
- To give presentations to the customers and brokers.
- Handling & responding customer's queries.
- Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.
- Handling marketing stock.
- Handling company website related tasks.
- Sending Greetings/ wishes/ emailers and newsletter to Prospective clients on daily basis.

### **4. Sr. Relationship Executive (R.A.M Agri Infra India Pvt Ltd, Ahmedabad)**

**May 2012- May2015 (3 years)**

- Recruit and trained all the Advisors/Brokers for selling plots in Dream-city project.
- Assisting HR in HR formalities.
- Assisting Director in daily Meetings.
- Conducting interviews.
- To give presentations to the customers and brokers.
- Maintaining relation & solving queries of all Advisors.
- Receiving payment & maintaining A/C of each Advisor supporting the sales team, product team and customers.
- Software entry (Registration) of all Advisor & plot booking forms & Reporting to Area sales Manager – Gujarat.
- Working on MIS.
- Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.
- Maintaining and improving current processes to support team.
- Recognized with Star Performer Award for the period of Oct-Nov 2012.
- Recognized with best 'Non-Sales Staff' employee for contributing towards Company's Business Collection for the month of November 2013.

## Internship and Project (2011- 2012)

### Reliance Retail Pvt. Ltd. Ahmedabad:

Project: A study of consumer behavior at reliance fresh stores in Ahmedabad city.

- Data collection through questionnaire from Reliance customers.
- Data Analysis done through pie chart method.
- Study done through Interpretation, limitations and findings.

### Share khan ltd. Ahmedabad:

Project: A study of Products of share khan ltd. in Ahmedabad city.

- Study of stock.
- Market window.
- Mutual Funds, Commodity.

## Academic Credentials

<b>Professional Qualifications</b>			<b>Percentage</b>
Diploma in Cosmetology	2016	VLCC institute	80%
MBA+PGDM (Finance)	2012	Pacific Institute of Management & Technology, Udaipur	82%
<b>Academic Qualifications</b>			
B.C.A	2010	J.R.N.R.V.U	76%
Class XII	2007	St.TeresaSchool,Udaipur	58%
Class X	2005	St.TeresaSchool,Udaipur	76%

## Computer Skills

- Windows xp, ms office(word, power point, excel)
- Internet skills

## Personal Skills

- Analytical and problem solving skills.
- Good Presentation and Communication skills.
- Strong verbal and written communication skills.
- Strong work commitment and integrity.

### Extra-Curricular Activities & Skills

- 1<sup>st</sup> position in inter college Add mania competition at JNU Jaipur.
- 3<sup>rd</sup> position in intra college ppt presentation competition.
- Represented college in debate competition at regional level at R.A.podhar, Jaipur
- Passed MBA with 2<sup>nd</sup> position scoring 82%.

### Personal Dossier

- Father's name : Mr. Prakash Jain
- Date of birth : 5<sup>th</sup> November, 1988
- Nationality : Indian
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