

Ekta Anand Hajare

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CAREER OBJECTIVE:

Aspiring for a career that places me in a challenging position and learning environment for Developing my technical and interpersonal skill.

ACADEMIC DETAILS:

Masters of Business Administration (2020 - Present)

Year	Degree/Certificate	University/Board	College/Institution	Percentage
Present	M.B.A	Nagpur University	Nagpur Institute of Technology and Management	Pursuing
2019	B.Sc.	Nagpur University	Jawaharlal Nehru College of Arts, Commerce, Science	51.48%
2014	Sanitary Inspector	Mumbai University	All India Institute of Local Self Government	50%
2011	H.S.C	Maharashtra State	C.P & Berar College, Ravi Nagar	47.50%
2009	S.S.C	Maharashtra State	C.P & Berar High School , Ravi Nagar	66%

WORK EXPERIENCE:

- ◆ **Organization Name** : **Renault Nagpur Unnati Vehicles Pvt. Ltd**
- ◆ **Period** : **From 10th August ,2020 to 10th August ,2021**
- ◆ **Designation** : **Sales Consultant**
- ◆ **Work Description**
 - Explain the customers with benefits sometimes compare two models and help them derive the best choice.
 - Ability to understand the client requirements and provide solutions based on their requirement as you need to explain about the features of certain vehicles that suits customer needs.
 - Effectively communicate the quotes through proper communication channels such as emails.
 - Ability to create sales through giving quality information that matches the needs of the customers.

- ◆ **Organization Name** : **Mahindra First Choice Unnati Motors Pvt. Ltd.**
- ◆ **Period** : From 8th Sept,2019 to 9th Aug, 2020.
- ◆ **Designation** : EDP Head.
- ◆ **Work Description**
 - Handled the company's online presence – regularly updated the company's website accounts.
 - Updated and Maintained clear accounts, stocks, records using MS Excel, Car Wale, OMS, DMS & ERP accounting Software.
 - Regularly updated daily enquires and daily follow-ups.
 - Check and reply all e-mails on daily basis, in order to make sure no mail remain non-responded by the end.

- ◆ **Organization Name** : **Renault Selection Unnati Vehicles Pvt. Ltd.**
- ◆ **Period** : From 16th June,2017 to 8th Aug, 2019.
- ◆ **Designation** : EDP Executive (Back office).
- ◆ **Work Description**
 - Handled the company's online presence – regularly updated the company's website accounts.
 - Updated and Maintained clear accounts, stocks, records using MS Excel, Carwale, Car Trade DMS & ERP accounting Software.
 - Regularly updated daily enquires and daily follow-ups.
 - Check and reply all e-mails on daily basis, in order to make sure no mail remain non-responded by the end.

- ◆ **Organization Name** : **Trans CAD Solution**
- ◆ **Period** : From 2nd Jan 2014 to 15th Dec 2016 .
- ◆ **Designation** : Junior Officer.
- ◆ **Work Description**
 - Updated records using MS Excel .
 - Design experience with electric substation or electric transmission line projects AutoCAD.
 - Drafted electrical wiring diagrams and device layouts using AutoCAD for 2 device upgrade projects.

COMPUTER PROFICIENCY:

Courses : Certification in MS-CIT, Tally 0.9.
Operating system : Windows.

TECHNICAL SKILLS :

- ◆ C- Programming Language, C++ Programming Language.
- ◆ Typing - Speed 40 W.P.M (English) .
- ◆ Internet Scanning Work, Mailing Work, & all over networking System.

PERSONAL SKILLS:

- ◆ Hardworking, good leadership quality.
- ◆ Flexibility in all situations.
- ◆ Enthusiastic performer with a high level of motivation.
- ◆ Able to perform multiple tasks at same time

LANGUAGE PROFICIENCY:

Hindi , English , Marathi.

PERSONAL PROFILE:

Father's Name : Anand Kisan Hajare
Mother's Name : Chhaya Anand Hajare
Date of Birth : 26th October 1993
Hobbies & Interest : Listen Bollywood Music
Nationality : Indian
Marital Status : Single
Permanent Address : C/o Chandrkant P. Surywanshi, Plot No. 19
Dipkamal Soci. Trilok Nagar, Dattawadi Nagpur-440023

DECLARATION:

I hereby declare that all the above information is true to the best of my knowledge and belief.

Place: Nagpur

Date: 01.09.2021

Ekta A. Hajare