

Simran Lakhani

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Surat, Gujarat

Summary:

Self-motivated and success-driven assistant business manager with experience of over 4+ years; want to be associated with an organization where I can apply my knowledge and skills to contribute in the growth and development of the company's brand.

Experience:

Assistant Business Development Manager in Digital Marketing

WritesIndia – Surat, Gujarat

06/2022 - Present

- *Make reports for management and administration
- *Participating in the sales meeting
- *Building positive relationship with clients
- *New client's acquisitions
- *Managing digital marketing requirements
- *Upwork – Bidding

Business Development Associate

Threadbucket Studio LLP – Surat, Gujarat

12/2020 – 05/2022

- *Managed and maintained a targeted sales with maintaining CRM on Global Platform and generated more revenue for the company by selling products at a little higher rate than local B2B rates
- *Marketed and promoted sales over online platforms like YouTube and Facebook
- *Built and maintained relationships with key contacts at potential clients
- *Handle Customer relations of the company (B2C)

Export Merchandiser

A.K. Exports & Imports – Surat, Gujarat

07/2019 – 11/2020

- *Prepare documents for Export
- *Client's Invoicing
- *Understand the needs of a client

Customer Relationship Manager

Neo Growth Pvt. Ltd. – Mumbai, Maharashtra

08/2018 – 03/2019

- *Understanding key customer individual needs and addressing them
- *Resolved customer complaints quickly and efficiently
- *Built and maintained profitable relationships with key customers
- *Maintained a positive attitude focused on customer satisfaction

Skills:

- *Good communication and persuasion skills
- *Energetic and dedicated performance
- *Able to communicate politely and presentation skills
- *Adapt to challenging environments
- *Good interpersonal skills and customer acquisition

Technical Skills:

- *Microsoft Office – Word, Excel and PowerPoint Presentations.
- *Upwork
- *Fiverr

Education:

Masters in Commerce

University of Mumbai – Mumbai, Maharashtra

- Currently pursuing Masters in Commerce (Part - 2)
- Masters in Commerce (Part - 1) 2019-2020
 - o First class with distinction

•Bachelors in Commerce

Hinduja College of Commerce

2018- 2019

- o First class

•H.S.C

Hinduja College of Commerce

2015-2016

- o First class

•S.S.C

Diamond Jubilee High School (ICSE board)

2013-2014

- o First class with distinction

Personal Information:

Father's Name:	Raju Lakhani
Sex:	Female
Date of Birth:	27th September 1997
Place of Birth:	Gujarat
Language Known:	English, Hindi and Gujarati
Marital Status:	Single
Religion:	Ismaili Muslim
Hobbies:	Reading, Travelling, Listening to music, Internet Google Search Values &
Strengths:	Hard Working, Co-operative & Confident

-Open to relocation

-References can be provided if needed

Place: Surat

SIMRAN R LAKHANI