



Lets Connect

**Tanaya Lohokare**

# TANAYA MAHENDRA LOHOKARE

SALESFORCE OPERATION ANALYST

☎ +91 7732910043

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📍 Pune

## SKILLS

- Sales Management
- Salesforce Analysis
- Product Training
- Team Management
- BTL campaigns
- Vendor management
- Digital Presentations
- Documentation
- Communicator
- MS OFFICE

## EDUCATION

### BBA

- University of Pune -2013

### HIGHER SECONDARY

- Maharashtra State Board-2010

### SECONDARY

- Maharashtra State Board -2008

### CERTIFICATIONS

#### SAP HCM

- Pursuing

#### HR RECRUITER CERTIFICATION

- Pace career academy

#### BUSINESS ANALYST CERTIFICATION

## INFO

- Nationality :Indian
- DOB :02-04- 1991
- Status : Divorced
- Address: Pune ,  
Maharashtra, India

## PROFILE INFO

Result Driven Sales and Operation Professional with 4+ years of exposure in lead generation , sales training , recruitment , process analysis and salesforce operations .Adept In team management and channel development skills , seeking a profile where I could Polish my skills and advance career to the next level

## WORK EXPERIENCE

### SALESFORCE OPERATIONS ANALYST

#### ECLERX SERVICES LIMITED

17 Mar 2022-30 Dec 2022



📍 PUNE

- Proactively involved in lead triaging, lead enrichment , lead creation process and created user profiles and roles c
- Responsible for ensuring commercial cover exists on all opportunities
- Assist in the building out of key metrics / dashboards for opportunity management
- Worked with Sales, Client Services and Legal teams to set up a review process for expiring client contracts and ensure the correct protocol is in place for review and renewal
- Documentation On Requirements: document every input, action, outcome exchanged between the team, departments so that stakeholders could look into it, creating excel formulas for deck creation
- Test and measure the implemented solutions to track down the progress, and build training materials, holding the feedback & elicitation questions for the record.
- Monitored Junior team mates and provided training when required on salesforce lightning version

### PROCESS EXECUTIVE ANALYSIS

#### MATTSENKUMAR LLC

19th May 2021 till 18th April 2022



📍 JAIPUR

- Responsible for a range of duties related to analytics, reporting, performance evaluations, market insights, and industry trends
- Involved In catalog category analysis.
- Compile and present business insights and analytics, and interpret that data to guide organizational strategy and choices.
- Build sustainable relationships and trust with customers through open and interactive communication.
- Handle daily volumes of the assigned tasks and ensure that the given SLA are met per the quality standards.

## CAREER FOCUS

SALES TEAM LEADER  
LEAD GENERATION SPECIALIST  
INSIDE SALES MANAGER  
SR PROCESS EXECUTIVE  
CATALOG ANALYST  
BUSINESS ANALYST

## HOBBIES

SOLO TRAVELLING  
COOKING  
MUSIC


## REFERENCE

- AVAILABLE ON REQUEST

## TEAM LEADER –SALES & OPERATIONS

### DATTA INDUSTRIES

21st August,2016 to 19th May,2018

 PUNE

- Responsible day-to-day sales operation& client relations
- Monitor team performance and report on metrics
- Motivated team member and set targets
- Discovered training needs and provide coaching
- Conducted ATL & BTL campaigns , events for lead generation and channel development

## LANGUAGES

ENGLISH - PROFESSIONAL  
HINDI - PROFESSIONAL  
MARATHI -NATIVE

## DECLARATION

I, **TANAYA LOHOKARE** , declare that the information contained herein is true and correct to the best of my knowledge and belief.