**MANE POOJA SANJAY**

D/3 Hanuman Colony, Room No. 309, Jawahar Nagar, Golibar Road,

Khar (WEST), Mumbai 400025.

Contact No: 9987747967

* EMAIL ID: poojamane703@gmail.com

**Career Objectives:**

To train myself by being a part of result oriented and highly successful teams and to utilize my skills and abilities in the industry that offers professional growth while being resourceful, innovative and flexible. To work with dedication and responsibility with the team, improving my skills to become a true professional

**ACADEMICS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education** | **Institution** | **University** | **Year** | **Grade** |
| Bachelor of accounting and finance (B-com) 3rd year | R.D college of commerce and science | Mumbai University | 2016-2017 | C |
| HSC | Kanya vidya mandir junior college of commerce | Mumbai University | 2012-2013 | II |
| SSC | Duruelo convent high school | Mumbai University | 2010-2011 | II |

**AWARDS / ACHIEVEMENTS:**

* Done Road Safety Patrol Course during 2008-2011 at Road Safety Patrol Mumbai.

**EXTRA QUALIFICATION:**

* Done MS-CIT at Maharashtra State Board of Technical Education and scored 89/100, October 2016.
* Done TALLY at Keerti Computer Institute and secured A grade, May 2017.

**WORK EXPERIENCE:**

* Branch Manager at Baccha party Playscape Powai &Parle outlet for 4+ years

**Professional Summary:**

Having been a branch manager & organising event I have gained sufficient expertise in managing daily activities and enhancing the outlet atmosphere. Successful background resolving routine and unique issue to drive and increase customer loyalty and also communicating with vendor , clients and staff to retain customer trust and ensure successful organization of events.

**Responsiblites:**

* Store inventory , cash handling and operation reports
* Oversaw employees performance, corrected problems and increased efficiency to maintain productivity
* Serve as the primary point of contact for assigned clients, managing their inquiries, requests, and concerns promptly and professionally
* Build and maintain strong relationships with clients, ensuring their needs are understood and addressed effectively.
* Assisted in negotiating costs and services with vendor
* Ensure that income target and budgets are met

**SKILLS**

* Team leadership & Team Work Excellent interpersonal and
* Strong client Communication skills
* relationship management Ability to plan and execute
* Innovative thinking Microsoft Word, Excel,
* Event Planning & Execution Internet browsing
* Attention to details Thorough understanding of Social
* Initiative- driven media
* Multi-tasking Intermediate in Adobe Photoshop
* Problem Solving Time Management

**PERSONAL INFORMATION:**

Name: MANE POOJA SANJAY

Date of Birth: March 7th 1996.

Gender: Female.

Languages Known: English, Hindi, and Marathi.

Hobbies: Cooking, Travelling.

Nationality: Indian.

Blood Group: o (+).

**REFERENCES AVAILABLE ON REQUEST**

**Declaration:**

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

MANE POOJA SANJAY