**Mrs.SeemaSachinKhuntale**

C/O,Mr.Taware

Parijatcolony,JawalkarnagarPimpleGuravPune-411061.

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**Summary of Qualification**

* More than 7years’ experience as an office administration and Marketing (corp. comm.) for the Real Estate companies
* Strong organizational, computational and multitasking skills with ability to work under time pressures.
* Excellent verbal and written communication skills

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**Career Experience/Job History**

* **Currently working with ASR LLP As an Marketing Manager (from 1st Nov 2018 to till the date)**
* Implementing time management strategies to control workload.
* Coordination & strategizing with agency in relation to marketing activity, on day to day basis.
* Create and develop relevant communication in relation to strategic requirements
* Managing all communication for the brand – internal and external, in sync with the brand guide lines. Working with Business teams to develop and implement customized communication plans.
* Finalizing deals for print ads and getting the design ready from creative agency .
* Campaign on Social Media, Google Ad Words, Emailer, SMS & Blog posting.
* Exhibition – Getting the best deals from agencies, finalization & designing of stalls stall setup and execution.
* Report analysis, monitoring marketing activity.
* Proactively advise & change strategy time to time.
* Manage suppliers of communication services (internal and external) to ensure efficiency and effectiveness of overall marketing effort
* Assess and monitor performance against objectives, metrics and budgets
* Negotiating & Coordinating with the media houses for print, radio & online advertisements
* Managing launch campaigns
* Working collaboratively with a diverse staff team to create and manage cross-organizational.
* Reviewing and editing existing promotional materials
* Organizing and coordinating Online Advertisement, Exhibition, Road Shows, Seminars and Promotional activities
* Conducting market research, Analyzing customer behaviour pattern, current market conditions and competitor information
* Monitor, review and report on all marketing activity and results, delivered marketing activity within agreed budget.
* Update Pre Sales Team about weekly activity.
* **Worked at VTP group as Sr. Marketing Executive. (From July 2016 to Dec-2016)**
* Coordination & strategizing with agency in relation to marketing activity, on day to day basis.
* Create and develop relevant communication in relation to strategic requirements
* Managing all communication for the brand – internal and external, in sync with the brand guide lines.Working with Business teams to develop and implement customized communication plans.
* Finalizing deals for print ads and getting the design ready
* Campaign on Social Media, Google AdWords, Emailer, SMS & Blog posting.
* Exhibition – Getting the best deals from agencies, finalization & designing of stalls stall setup and execution.
* Report analysis, monitoring marketing activity.
* Proactively advise & change strategy time to time.
* Manage suppliers of communication services (internal and external) to ensure efficiency and effectiveness of overall marketing effort
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* Negotiating & Coordinating with the media houses for print, radio & online advertisements
* Managing launch campaigns
* Working collaboratively with a diverse staff team to create and manage cross-organizational.
* Reviewing and editing existing promotional materials
* Organizing and coordinating Online Advertisement, Exhibition, Road Shows, Seminars and Promotional activities
* Conducting market research, Analyzing customer behavior pattern, current market conditions and competitor information
* Monitor, review and report on all marketing activity and results, delivered marketing activity within agreed budget
* **Worked as  AdminexecutiveatIshwarParmarGroup ( from July 2014 to June 2016)**
* Provide administrative and clerical support (Operations/ facility).
* Coordinate with HR on all personnel action within the department.
* Coordinate with purchasing on the procurement of office supplies(for example Office stationery).
* Coordinate with Vender for Bill’s and Vender Management.
* Organise office events and birthday Celebration.
* **WorkedasMarketing Executive cum ERP Operator at Kolte-PatilDevelopers Ltd. (from 2011 to Oct 2013)**
* **WorkedasanAdminExecutiveonbehalfofMacllelan(IshanyaMall,Airportroad Pune.) (06Months)**
* **WorkedasanAdminExecutiveat BVGIndiaLtd.(IshanyaMall,AirportroadPune.) (01Year)**
* **WorkedasanHRAssistantworkingat Seasonan ApartmentHotel. (06Months)**

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**Education**

* BMS(BachelorinmanagementStudies)fromMumbaiuniversity(6thsem. Attempt).
* PassedHSCfromThaneK.B.Collage.
* ComputerKnowledge- MS– officePackage:- Word,Excel,PowerPoint,AccessFrontpage.InternetBrowsing,ERPOperatingSystem.

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***Personal Information***

Name : Mrs.SeemaSachinKhuntale

Date ofbirth : 4thSep1986.

Language known : English,Marathi &Hindi. Gender : Female.

Height : 5.3”.

Husbandname : SachinKhuntale

Nationality : Indian

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IHEREBY CONFIRM THAT THE ABOVE MENTIONED DETAILS ARETRUETOMYKNOWELEDGE.

Thanking You,

**Mrs.SeemaS.Khuntale.**