

**CAREER FOCUS**

.....

Extremely motivated to constantly develop my skills and grow professionally. Multi-talented consistently rewarded for success in planning and operational improvements.

- HIGHLIGHTS**
- .....
- High Communication and Interpersonal Skill
  - Social Media Management
  - Business Development
  - Stock Management and inventory
  - Event Management

- PROFESSIONAL EXPERIENCE (2yrs)**
- .....
- Makebot Robotic Solutions Pvt.Ltd (15<sup>th</sup> Dec 2017 – Present)
- Manager – Marketing & Operations
- Conducted sales calls with existing and new customers
  - Responsible for account Development, cold calling, assessing client needs and identifying solutions
  - Consistently reduce costs through optimization of logistics planning
  - Perform periodic checks to determine which products to order and skillfully track daily receipts respond to customer complaints and assist with stock duties
  - Coordinated with internal and external customers and maintained desired stock level
  - Employed social media strategies to promote companies products and managed Facebook, Instagram, LinkedIn, Twitter
  - Lead E-Commerce business including management and evaluation of current platform including Amazon.com and Flipkart.

- KEY ACHIEVEMENTS**
- .....
- Fully accountable for social media presence, resulting in significant increase in engagement and traffic.
  - Planned and scheduled at least 10 posts per week through Buffer
  - Led successfully campaign for Amazon (Kids Carnival, Lightning Deals)
  - Increased more than 60% Likes and Followers in Social Media through organic traffic Monitored stock holding for organization and managed all warehouse functions.

**EDUCATION**

.....

MASTER DEGREE / JUNE 2016 - MAY 2018

Pune University : Indira School of Business Studies - MBA Marketing

BACHELOR'S DEGREE / JUNE 2013 - MAY 2016

Pune University : Ashoka School of Business Studies - BBA

- CERTIFICATION - DIGITAL MARKETING (PURSUING)**
- .....
- Content Marketing
  - Google Certification
  - SEO Certification