

Jyoti Haldar

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Maharashtra.

Objective:

To be associated with a growing organization that would help to pursue a challenging career and provide a work atmosphere that would extract the best from me, thereby contributing for the enhancement of the organization and self.

Summary:

- ✓Very good interpersonal as well as communication skill which thrives well within a team.
- ✓Fluent in English, Hindi, Marathi and Bengali.
- ✓Confident
- ✓Have exposure to Microsoft Word, Excel and other Internet related applications.
- ✓Have completed typing course with 30 WPM.

Academic Qualifications:

Course	Year	University /Board	Institute	Percentage	Grade
PGDBM HR	2017-2018	Pune	J.D.C.Bytco Institute Of Research and Management,Nasik	6.44 CGPA	B+
B Com Third Year	2015-2016	Pune	K.T.H.M College,Nasik	63.16%	First Class
B Com Second Year	2014-2015	Pune	K.T.H.M. College,Nasik	65.16%	First Class
B Com First Year	2013-2014	Pune	K.T.H.M College,Nasik	70%	Distinction
XII Std	2012-2013	Pune	K.T.H.M. College,Nasik	77.83%	Distinction
XI Std	2011-2012	Pune	K.T.H.M. College,Nasik	64.86%	First Class
X Std.	2010-2011	Pune	St.Francis High School,Nasik	85.40%	Distinction

PGDBM Project :

1. **Company: DP Communication, Nashik**
2. **Title: Customer Preferences & Sales Development of Vodafone Postpaid in Corporate Sector**
3. **Duration: 2 months**

Details:

- Visited and Interviewed 40 Industrial Personnel in Nashik, figured out their satisfaction level, problems faced and suggestion to improve the Services.
- Prepared a full-fledged documentation on Customer Preferences & Sales Development.
- Visited various Industries of Nashik MIDC and gathered Information.

Event Organized:

- Organized a 2 days seminar for MICO BOSCH Regarding Solar Power Heaters and Solar Energy in the month of March, 2015.

Experiences:

1. Educational Institute - **Study Classes, Nasik**
Designation: Teacher
Duration: Since January 2013 to June 2014
Profile: Part time
Details: Taught English, Mathematics and Science to Primary and secondary Students.
2. Company Name ☐ **Enzytrans (Human Resource Management Company) & Events 365**
Designation: Recruiter and Back Office Executive
Duration: Since July, 2014 to June, 2015
Profile:
 1. Administrative work
 2. Tie Ups with Companies
 3. Arranging meetings
 4. Arranging Industrial drives
 5. Sourcing of candidate pools through various portals (Monster, Shine)
 6. Taking part in Recruitment process
 7. Responsible for employee relations
 8. Document Scrutiny
 9. Tele calling
 10. Organizing events

3. Company Name □ **Marut Engineering & Electronics, Nasik**

Designation: Business Development Executive

Duration: Since 1st August, 2015 to 31st July, 2016

Profile:

1. Back office functions
2. Tele calling (Cold Calling)
3. Handling inquires
4. Converting Leads through various Portals
5. Presenting company before clients and forming rapport
6. Taking follow ups
7. Managing Company website
8. Content development
9. Responsible to maintain relations with clients
10. Coordination with vendors

4. Company Name □ **Spectrum Academy, Nasik**

Designation: Talent Acquisition Executive & Counsellor

Duration: Since 17th August, 2016 to 14th February, 2017

Profile:

1. Handling inquires
2. Onsite and Offsite training management
3. Tele calling (Cold Calling)
4. Coordination with trainers and Students
5. Arranging meetings
6. Attendance and leave management
7. Responsible for employee relations
8. Counseling of parents and students
9. Presenting company before clients and forming rapport

5. Company Name □ **Sandip Foundation, Nasik**

Designation: Business Development Executive and Counsellor

Duration: Since 23rd February 2017 to 1st November, 2018

Profile:

1. Counseling of parents and students.
2. Admissions
3. Inbound and out bound calls
4. Promoting Sandip foundation and Sandip University
5. Handling inquires
6. Team leading
7. Visiting colleges and Conducting seminars and CGP
8. Participation in promotion related activities

6. Company Name ☐ **Freshtrop Fruits Limited, Nasik**

Designation: Marketing & CRM

Duration: Currently working (Since 12th November 2018 till date)

Profile:

1. Maintain Positive Customer Relationship
2. Converting the relevant suspects in prospects
3. Training for communication with customers
4. Maintaining of CRM daily and monthly reports
5. Handling customer queries and Complaints
6. Managing Orders through website
7. Plan & participate in promotional activities - sales
8. Sales Projections for every production cycle
9. Involved in logistics planning & scheduling deliveries across India
10. Achieving sales targets and payment follow ups
11. Handled high profile customers like Facebook and Google
12. Handled International clients like Albert Heijn and other members of Superunie group
13. Represented Freshtrop at Anuga 2019, in Cologne, Germany - World's largest trade fair

Personal Details:

Date of Birth : 24-03-1996
Marital Status : Unmarried
Nationality : Indian
Strengths : Positive Attitude, Self-Confidence & Determination, Hard Work & team spirit, Sincerity & Dedication, Adaptability.
Hobbies : Listening to music, Browsing
Languages Known : English, Hindi, Marathi and Bengali.

Declaration:

I hereby declare that the above mentioned information is true and to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place: Nashik
Date:

Jyoti Haldar