

Curriculum Vitae

Personal Data

Name: Ms. Aparna Anil Naikude
Address: Dnyaneshwar Babu Thakur Niwas, Shastri Nagar
Kanjurmarg East, Mumbai 400042
E-Mail: aparnanaikude1@gmail.com
Mobile: +91 9967153567
Marital Status: Single
Nationality: Indian

Work Experience

10/2024 - Present

Designation:

Erfolg Counselling Services

Senior Admin Executive

- > Ensure all required documents are submitted by students via the Erfolg Portal. Verify if documents are complete and up-to-date.
- > Assist students in preparing their CVs in compliance with the German format, ensuring accuracy and professionalism.
- > Manage the application process for universities that meet the student's qualifications, including submitting the necessary forms and documents.
- > Design personalized and compelling motivation letters, ensuring they align with university-specific requirements and highlight the student's strengths.
- > Guide students through the entire visa application process, including preparation of necessary documents, booking visa appointments, and providing ongoing support.

11/2023 - 09/2024

Designation:

Idealhomes

Team Leader

- > Delegating work and targets to team members.
- > Collaborating with the team to identify and fix problems.
- > Analyzing users' needs and then finding options to serve them.
- > Checking that CRM and other applications are updated.
- > Supervising.
- > Communicating changes from senior management.
- > Guiding the team through any issues and challenges.

04/2021 - 11/2023

Designation:

Idealhomes

Relationship Manager

- > Managed daily operations including scheduling appointments, coordinating meetings and preparing agendas.
- > Delivered positive experiences to clients at every touch point through clear communication and implementing strategies to improve satisfaction.
- > Established strong client relationships to drive business development.
- > Maintained accurate records of all client interactions within the company's CRM system.
- > Identified client needs, developed customized solutions, and provided knowledgeable advice.
- > Generated reports regarding customer interactions, performance metrics, revenue goals.

09/2020 - 03/2021

Designation:

Satvakkirani

Admin

- > Provided administrative support to the executive team, including scheduling meetings and managing calendars.
- > Managed incoming calls while providing information or transferring callers to appropriate personnel.

- > Coordinated mailings including sorting mail, preparing packages for shipping via courier service or postal service.
- > Handled confidential documents in an organized fashion according to established protocol.
- > Scheduled appointments between clients and customers and internal staff members.
- > Coordinated appointments, meetings and conferences

Education

Diploma in Information Technology Engineering
VPM'S Polytechnic, Thane

Higher Secondary Education (12th)
BES Menon College, Bhandup

Secondary School Education (10th)
Saraswati Vidyalaya, Kanjurmarg

Project

05/2022 - 04/2023

Supermarket Billing System

- > Developed a Supermarket Billing System to automate and streamline the billing process for customers, integrating features for real-time product scanning, price calculation, and invoice generation.
- > Enabled Dynamic Discount Calculation based on predefined rules and promotional offers, ensuring accurate final billing amounts.
- > Real-Time Inventory Update system that automatically adjusts stock levels after each sale, preventing inventory discrepancies.
- > Enhanced Security Features to safeguard user data, transaction records, and inventory information, with role-based access control for cashiers and managers

Additional skills and knowledge

Language skills:

English, Marathi and Hindi

Software:

AutoCAD, Microsoft office

Key Skills:

Microsoft word. Microsoft excel, PPT, Relationship Building, Team leadership, CRM Management

Aparna Anil Naikude