

## • Contact

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# Shweta Wadnere

Student

Enthusiastic and adaptable to changing needs and polished in multitasking to handle fast-paced sales, administrative and marketing needs. Experienced in rendering support to sales representative, developing various marketing campaigns and generating lead lists.. Hardworking and communicative individual possessing magnificent research and presentation skills.

## • Skills

- Public Speaking  Excellent
- Relationship building  Excellent
- Leadership  Excellent
- Negotiation  Very Good
- MS Office  Very Good

## • Languages

- English  Excellent
- Hindi  Excellent
- Marathi  Excellent

## • Work History

2020-04 -  
2020-06

### Sales and Marketing Intern

Zeallyons Organization, Pune, Maharashtra

- Demonstrated products to customers, answered questions and redirected objectives to positive features.
- Tried to find and implement new sales opportunities each week and leveraged knowledge of company goals and strategies to offer insight into viability of potential connections.
- Supported sales team with administrative assistance such as coordinating paperwork and responding to basic inquiries.
- Tracked, measured and reported on trends for sales team analysis and decision making.
- Initiated contact with prospects and conducted follow-up calls to garner information and qualify leads.
- Cold called perspective customers to determine product or service needs, ascertain timelines, and identify decision-makers.

2018-08 -  
2018-12

### Career Counselor

Reliance Education (Big Animation (I) Pvt. Ltd.),  
Pune, Maharashtra

- Cold called perspective customers to determine product or service needs, ascertain timelines, and identify decision-makers.
- Initiated contact with prospects and conducted follow-up calls to garner information and qualify leads.
- Established and oversaw clear guidelines about procedures and success metrics.
- Worked with team to continuously improve career and placement opportunities for students.
- Maintained knowledge of market and diverse career opportunities.

## • Education

2019-06 - 2021-06	<b>MBA: Business Administration</b> MITWPU - Pune
2015-06 - 2018-04	<b>BBA: Business Administration</b> M.E.S Garware College Of Commerce - Pune

## • Certifications

2020-04	Fundamentals of Digital Marketing - Google Digital Unlocked
2021-04	Social Media Marketing- eMarketing Institute
2020-04	Email Marketing- eMarketing Institute
2017-08	Soft Skill Development Program

## • Additional Information

- Participated and volunteered in E- Cell / ED Cell.
- Participated in various activities such as Mod Ads and Business Fairs.
- Active participation in various dance competitions and won the prizes for the same.
- Learnt Classical dance(Kathak) and Classical music.

## • Interests/ Hobbies

Dance  
Travelling and Exploring New Places  
Singing