

**Srashti Gupta**

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## CAREER OBJECTIVE

To become a member of core team of an organization, where I can use my technical & managerial skills and knowledge for the growth of the organization along with gaining experience and enhancing my skills.

## ACADEMIC PROFILE

Degree	Institute/School	Board/University	Year of Passing	Percentage
M.B.A(IB)	IBMR , Ips academy	DAVV UNIVERSITY	2019	70%
B.com	Rajiv Gandhi pg. govt. college	VIKRAM UNIVERSITY	2017	60%
12 <sup>th</sup>	St. Thomas sr. sec. school	C.B.S.E	2014	69%
10 <sup>th</sup>	St. Thomas sr. sec. school	C.B.S.E	2012	74%

## SKILLS

- Excellent Verbal & Written Communicationskills
- Google (Docs, Excel ,Forms)
- Teamwork
- Problem Solving
- Ms. Office (Excel, word , powerpoint , outlook)
- Time Management skills
- Maintain Office Record
- Office Coordination
- Email Drafting
- Interpersonal skills and ability to build rapport with clients.

## WORK EXPERIENCE

### **REFLOM IT SOLUTIONS**

**[ July 2021 – Nov 2021 ]**

#### **Business Development Executive**

- Responsible for acquiring new clients and figuring out emerging opportunities in the global market.
- Quality project selection and bidding.
- Experience in writing Proposals, Cover letter, Bidding for Web and Mobile Development, follow-ups, competition analysis, discussion with offshore clients.
- Experience with interacting with clients in US/ UK/ Canada/ Australia/UAE Countries, etc .
- Building competitive portfolios on portals to generate leads.
- Getting business through different channels (Upwork, Freelancer, People per hour, Guru, Email Marketing, Cold calling etc.)
- Lead generation through LinkedIn, Facebook and other social networks.
- Project price estimation, quotations, proposal creation, client interaction, and close sales.
- Collecting and analyzing the project's business requirements from client and transferring the same knowledge (stuffs) to development team.

- Providing suggestions to the development team during the development stage of product to meet the client's business needs.
- I am able to communicate between the client and the Technical team.
- I also assist Project Manager in enforcement of project deadlines and schedules.
- Build and maintain strong relationship with prospects and existing clients.
- Quickly understands the business issues and data challenges of client's organization and industry.

### **ASAP BUSINESS & IT CONSULTING (I) PVT. LTD.**

**[ March 2021- July 2021 ]**

#### **Management Trainee (HR & Admin)**

- Managed, scheduled and organized office functions and oversaw daily operations of office.
- Prepared daily, weekly & monthly reports and updated calendar of appointments.
- Co-ordinated meetings between the technical team and the clients, attend all the meetings.
- Prepared Minutes of meetings (MOM) get them approved by the Director, other team members.
- Built relationship with IT managers of different companies using SAP, Salesforce and other Softwares.
- Scheduled candidates Interview for the 4-5 positions in our company
- Managed & Administrated all pre- employment assessment to prospective candidates.
- Conducted employee on-boarding & helped organising training & development Initiatives.
- Process & review employment applications to evaluate qualification or eligibility of applicants
- Counselling & mentored student regarding SAP software training program.
- Inspirational and motivational quotes, festival quotes, birthday wishes are posted by me on LinkedIn and on Facebook on behalf of the company.
- Performed other tasks and duties as requested.

### **RAJWANI CONSULTANCY**

#### **Customer Relationship Executive**

**[ Jan 2019 - May 2020 ]**

- To deal with clients.
- Understanding their business or product in which they deal for applying FSSAI license
- Handled all types of FSSAI license - Registration , State license , Central license
- Maintain client's data in Ms excel, Google sheet
- Track records after applying license till department generate the license
- Preparation of various documents required for applying the license
- Provide other services like – Amendments / Modification in their License
- Resolving customer complaints quickly and efficiently.

### **TRAINING AND INTERNSHIPS**

#### **➤ Flexituff International Ltd**

**[15<sup>th</sup> may - 31<sup>st</sup> may,2018]**

##### **Key Learning's :**

- Interaction with foreign clients for export of FIBC bags.
- Preparation of various export related documents.
- Resolved customer queries and complaints related to products.
- Searching and interaction with foreign buyers.
- Maintaining customer relationship management with imports.

#### **➤ Nimbus shipping services pvt. Ltd.**

**[1<sup>st</sup> sep - 15<sup>th</sup> oct,2018]**

##### **Key Learning's:**

- Preparation and processing of various export related documents.

- Handling of cargo in various Indian ports.
- Learned different types of containers and vessel.
- Custom clearance procedure of export cargo.

## STRENGTHS

- ❖ Excellent ability to analyse and solve problems.
- ❖ Quick learner.
- ❖ Possess an active, energetic, and responsible personality.
- ❖ Highly driven and motivated, capable of working in a team or individually.
- ❖ Able to identify and develop new business opportunities.
- ❖ A self-directed worker with superior time management skills.

## ACHIEVEMENTS

- Participated in various cultural & sports activities in school and college.(quiz ,debate, dance )
- Participated in panel discussion on 23<sup>rd</sup> national conference for youth on “EntrepreneurshipDevelopment”
- Organized an event “ANTAKSHARI” in college annual fest.

## PERSONAL INFORMATION

- **Date of Birth :** 06/03/1996
- **Languages known:** English, Hindi
- **Hobbies:** Calligraphy, Internet surfing, travelling.
- **Father's name:** Mr. Kanhaiya Gupta
- **Marital status :** Unmarried

## DECLARATION

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

**Place :** Mandsaur

**Date :**