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Current Address:

Room no 508, Sahyadri Nagar (B),
Vashi Naka, Mahul Road, R.C. Marg,
Near Vaman Bhau, mandir,
Chembur, Mumbai - 400074

Personal Details

Date of Birth : 19th April 1997

Marital Status : Single

Nationality : Indian

State : Maharashtra

Proficiency : English, Hindi and
Marathi

Career Path:

- **Hacktech Media Enterprise**
Digital Marketing Intern
(July 2020 to March 2021)
- **Testbook.com**
Tele caller
(Jan 2020 to March 2020)
- **IDFC First Bank**
Sr. BDO
(Aug 2019- Jan 2020)
- **Edocs Solutions Limited**
Trainee
(May 2019 to July 2019)
- **CMS Securitas Ltd.**
Cashier
(Sep 2018 – May 2019)
- **Ebiz.com Pvt Ltd**
Sales Manager
(Aug 2012 to Jun 2018)

Curriculum Vitae

Mayur S. Jadhav

Objective

To acquire a challenging position that would test my abilities to make my mark in the Corporate World by contributing, experiencing and collaborating with a team to enhance growth of organization in turn ensuring my growth.

Personal Qualities

- Highly motivated and eager to learn new things.
- Strong motivational and leadership skills.
- Ability to produce the best result in pressure situations.
- Excellent communication skills in both written and verbal both.
- Ability to work as an individual as well as in a group.
- Positive Thinker

Educational Qualification

- Diploma In Digital Marketing
- Higher Secondary (H.S.C) Appeared
- Senior Secondary (S.S.C) Passed in 2012- 2013

Additional Knowledge

- MS Office
- Filmora - Video Editing

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Detailed Professional Experience

1. Company Name : Hacktech Media Enterprise
Designation : Digital Marketing Intern
Duration : July 2020 to March 2021

Job Responsibilities:

- ON Page & Off Page SEO
- Infographic
- Uploading Products On Website
- Keyword Research
- Handling Social Media Accounts
- Maintaining ORM
- YouTube video SEO & Video Editing
- Running of Facebook ads for clients

2. Company Name : Testbook.com
Designation : Tele caller
Duration : Jan 2020 to March 2020

Job Responsibilities:

- Calling Students Who Preparing For Indian Government Exam
- Helping Them For Exam BY Giving Test pass & Course
- Send Them Discount Code Link
- Maintain Excel File Of Those Students Who Purchased Test pass or Course By My Link

3. Company Name : IDFC First Bank
Designation : Sr.BDO
Duration : Aug 2019- Jan 2020

Job Responsibilities:

- Sales Officer
- Loan Processing
- Uploading Attachment of Documents
- Creating and Maintaining daily EOD Report
- System Operator (IDFC First bank)

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4. Company Name : Edocs Solutions Limited
Designation : Trainee
Duration : May 2019 to July 2019

Job Responsibilities:

- Data Entry
- Form Filling
- Image to Word document Typing

5. Company Name : CMS Security
Designation : Cashier
Duration : Sep 2018 – May 2019

Job Responsibilities:

- Document Verification
- Finding Missing Challan Attachment of Documents
- Creating EOD for Central Railway Challan
- Central Railway Challan Submission In CST Railway Office

6. Company Name : Ebiz.com Pvt.Ltd
Designation : Sales Manager
Duration : Aug 2012 to Jun 2018

Job Responsibilities:

- Selling Computer Course
- Sales Trainer for new Joining
- Meeting's With Customer (Student)
- Meeting's With Team Members
- Organizing & Handling Seminar's, Training's, Conference Meeting's

Place: Mumbai

Date:

Mayur Jadhav
Thanking you