

SUKANYA JAGTAP

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7420913475

Business Development Executive | Analytics | Administrator Skilled in analytics, Handling business requirements to drive development of business flow, Experienced in School administration , research, professional experience in sales, Proficient at maintain relationship with customers, identifying their individual need, providing solution to their problems. An effective communicator with excellent relationship building and interpersonal skills

PROFESSIONAL EXPERIENCE

Virtue Sky IT Pvt Ltd , Business Development Executive

12/2021 – 01/2023

- o Developed and executed sales plans to meet and exceed monthly and quarterly sales goals
- o Grew business through the development of new leads and contacts, Identified new revenue opportunities
- o Built and maintained business relationships with current and potential clients
- o Developed and executed sales and marketing strategies to drive business growth
- o Maintained and updated sales, marketing, and business development documentation
- o Collaborated with management on setting and achieving sales goals • Supported the team with various responsibilities as required
- o Analysed sales data to identify trends and areas for improvement • Ensured customer satisfaction by addressing client needs and concerns promptly

Dhruv Global School, School administrator/Curriculum Writer

03/2019 – 11/2021

Supervised teachers and staff, ensuring the enforcement of school policies; developed and implemented new programs to meet students' needs; provided guidance on educational matters; and oversaw daily operations, including student discipline, staff management, and budgeting

- o Provided administrative support to teachers and staff, including scheduling, record keeping, and report writing.
- o Researched best practices in curriculum development and instructional design.
- o Developed and administered assessments and evaluations.
- o Assessed student data to determine areas of need and adjust curriculum accordingly.
- o Collaborated with teachers, administrators, and parents to ensure curriculum objectives were met.

EDUCATION

BACHELOR OF COMMERCE-BCOM . • YCMOU

(2016)

H.S.C . • RTMNU

(2012)

S.S.C . • RTMNU

(2009)

SKILLS AND CERTIFICATIONS

Certifications:	SAP ECC 6.0 Power BI
Skills	Data analysis Operations analysis Communication skills Business analysis Microsoft office Advance Excel Flexible team player Problem Solving Leadership Email Marketing Social Media marketing Creativity Ability to prioritize task Strong customer service skills