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## EXPERIENCE

**Company – Experience Commerce Software Pvt Ltd**

**Designation – Senior Presales Executive**

**Duration – Jan 2023 – Till Date**

**Job Role -**

1. Lead Generation
2. Cold Calling
3. Schedule meetings for BD Team.
4. Coordinating with the BD team for availability.
5. Screening the LinkedIn profiles to find the right contact person from client companies.
6. Sharing the product details & company profile on mails, LinkedIn & Whatsapp.

**Company - P.E. Analytics Ltd - Andheri East.**

**Designation - Sr.Executive - Inside Sales/ Business Development**

**Aug 2022 - Nov 2022. Job Role -**

1. Lead Generation
2. Cold Calling
3. Scheduling Product Demo Meetings for Sales Team.
4. Coordinating with the sales team for availability.
5. Screening the LinkedIn profiles to find the right contact person from client companies.
6. Sharing the product details & company profile on mails.

**Company - Homesync Real Estate Advisory Pvt Ltd - Goregaon East.**

**Sr.Executive - Presales.**

**Jan 2021 - July 2022.**

**Job Role -**

1. Worked on Digital Leads.
2. Lead Generation.
3. Cold Calling.
4. Preparing monthly/quarterly reports( Mine & Teams).
5. Helping the team in preparing reports.
6. Trained new team members.
7. Email Marketing (Mailchim).
8. Whatsapp Broadcast(Not Connected Clients).
9. Have sent ongoing projects circular to Existing clients

**Company - Sainath Estate ( Channel Partner ) - Andheri West.**

**Presales Executive**

**Sept 2018 - March 2020**

**Job Role -**

1. Lead Generation.
2. Cold Calling.
3. Preparing monthly/quarterly reports( Mine & Teams).
4. Helping the team in preparing reports.
5. Trained new team members
6. Handled Team of 5 Freelancing Callers.
7. Whatsapp Broadcast.

**Company - Neuron Labs - Pune.**

**Hr & Admin**

**Apr 2017 - Oct 2017**

**Job Role -**

1. Internal End to End Recruitment.
2. Preparing Fee Receipts
3. Admin related work.
4. New Admission Process.
- 5., Joining Formalities.

**Company - Tulsidas Khimji Pvt Ltd - Cotton Green.**

**Jr. Executive - HR**

**Dec 2015 - Feb 2016.**

**Job Role -**

1. Internal End to End Recruitment.
2. Induction/Joining Formalities
3. Coordinating with Consultancies.
4. Maintaining Attendance.

**Company - Geecon Resourcing - Kandivali East.**

**HR Recruiter**

**June 2015 - Oct 2015**

**Job Role -**

1. Internal & External End to End Recruitment.
2. Joining Formalities.
3. Coordinating with Client Companies
4. Maintaining Attendance Register.

## STRENGTHS

- Quick Learner.
- Confident
- Flexible.
- Team Player.
- Dependable & Accountable.
- Committed.
- Leadership.

## EDUCATIONAL QUALIFICATIONS

- BMS Graduate(2015) - 60% - Mumbai University.
- HSC(2012) - 60% - Maharashtra Board.
- SSC(2010) - 70% - Maharashtra Board.

## LANGUAGES

- Hindi.
- Marathi
- English.

