

SNEHA BAKLE

Detail-oriented and focused professional with expert interpersonal, planning, and organizational skills. Smoothly equipped to independently handle daily functions and meet customer needs. Self-motivated and dedicated to seeking full time position ready to help achieve company goals.

Location

Pune, India

Phone

+91 9028007570

Email

snehabakle@gmail.com

LinkedIn

<https://www.linkedin.com/in/snehabakle/>

Education

Gogte Institute of
Technology
2008

Digital Marketing
Certification
2024

Interests

- * Love to explore new places, meet new people, and try different food
- * Weekend group treks/ridge trails keep me in sync with Nature's rhythm.
- * Dancing makes me happy and energized.

Work Experiences

July 2023 – Dec 2023

Influencer Marketing Manager | DRIM

- Created detailed creative content based on client requirements and guidelines. Communicated clearly with Influencers, Clients, and Team heads to keep everyone on same page and working toward established business goals. Developed and cultivated positive relationships with influencers through emails and social media chat applications. Maximized performance by monitoring daily activities and mentoring team members. Maintained professional demeanor by staying calm when addressing unhappy or angry personnel.

Jan 2023 – May 2023

Administrative Coordinator | Euro Kids

- Monitored and directed incoming mail and prepared outgoing mail. Developed and implemented organizational systems to streamline daily operations. Greeted visitors with professionalism and enthusiasm to provide support and guidance. Maintained databases and contact lists to keep important contact information accurate and up to date. Resolved issues through active listening and open-ended questioning, escalating major problems to Head.

Aug 2020 – Dec 2022

Online Coding Teacher | WhitehatJr

Worked to maintain outstanding attendance record, consistently arriving at work ready to start immediately. Prepared variety of different written communications, reports and documents as suggestions and feedback for continuous growth. Conducted timely meets to share the improvements/achievements and engaged in problem solving to resolve blockers. Enhanced my knowledge regularly with new learnings. Increased student satisfaction by resolving issues efficiently with tight deadlines.

Key Skills

- Interpersonal skills
- Information gathering & Analysis
- Creative content writing
- Coding in JavaScript, HTML & CSS
- Excellent time management