

## CIRCULUM – VIATE

**Bhumika Vinod Jadhav.**

403/ Narmada dham,  
Opp divine image school,  
Navghar road,  
Bhayander (East),  
Thane – 401105.

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### Carrier Objective:

To obtain a position of responsibilities that utilizes my skills and experience and keen to work in an environment where I can enrich my knowledge.

### TOTAL WORK EXPERIENCE:

- Experienced in **Checkplus.com** as a **Data entry operator** in (NKGSB co-op bank) for Two Years.
- Experienced in **JRI Technologies Pvt Ltd.** as an **Executive – Marketing & Alliance** for One Year.
- Experienced in **Splice Studioz** as a **Booking Executive** for One year 4 months.
- Experienced in **Mud Studio & Rohan Shrestha School of Photography** as a **Marketing and Sales Executive** for 5 months.

### KNOWLEDGE KNOWN:

- Maintain the display of coupon on website.
- Maintain the database of clients.
- Interacting with clients.
- Assisting / Supporting Team to achieve set targets.
- Maintain the records related to the payments of coupons.
- Monitoring promotion of coupon in different section of websites.
- Maintain database for Mobile, DTH and Data card.
- Maintain banks database (Forms and FD updating, receipt printing)
- Interacting with other branches for the same.
- Managing Bookings, Sorting and solving Clients booking queries.
- Updating clients related to their bookings, attain walk-in clients, Arrange meetings.
- Counseling students about the Courses offered by the Institute.

- Calls for new Enrollments of Students for the courses.
- Handling the clients for new tie-up's for cross promotion activities.

### **Education Qualification:**

- Passed T.Y.B.Com From Mumbai University
- H.S.C from Shankar Narayan College.
- S.S.C from Holy Cross High School.

### **SKILLS & KNOWLEDGE:**

- Proficient with MS-OFFICE.
- Knowing Internet Surfing.

### **PERSONAL DETAILS:**

- **GENDER** : Female.
- **Marital Status** : Single
- **Date of Birth** : 22-11-1990
- **Father's Name** : Vinod Vithal Jadhav
- **Mother's Name** : Sneha Vinod Jadhav
- **Language Known** : English, Marathi, Hindi

**DATE:**

**PLACE: BHAYANDAR (EAST)**

**(Bhumika Vinod Jadhav)**