

## **RESUME**

**Name** : Snehal Menkurkar

**Address** : 7, Saraswat Bldg,  
Behind Om Sidhhivinayk Bldg,  
Road No. 5, Mahim (W),  
Mumbai – 400 016

**Mobile Number** : 9594737126



### **Work Experience**

| No | Name of Organisation                   | Duration                    | Designation                       | Responsibility  |
|----|--|-----------------------------|-----------------------------------|---|
| 1  | Astral Advertising & Marketing Pvt Ltd | January 2018 - Present      | Sr.Executive Business Development | Responsible for MSEB account. Maintaining client relations with MSEB Management and CPRO, Billing and recovery, Interacting with Publications |
| 2  | Astral Advertising & Marketing Pvt Ltd | 19 March 2015               | Asst Manager BD                   | Sourcing & Mining for new business leads, client relationship management, maintaining client database, generating daily reports.              |
| 3  | Leena Mogre's Fitness                  | October 2011 – January 2013 | Fitness Consultant                | Maintaining client relations, Club administration, new business development, Maintaining client Subscription cycle                            |
| 4  | Prince Polyplast                       | May 2000 – May 2003         | Receptionist                      | Handling EPABX of 12*48, Incoming & outgoing couriers & payments, Faxes   |
| 5  | Geeta Windoors                         | November 1999- April 2000   | Receptionist                      | Handling client calls, Office administration  |
| 6  | Bhuta & Co                             |                             | Office Assistance                 | Data Entry Operator   |

**Qualification** : B. A. (Ruia College)

**Computer Knowledge** : Microsoft word, Exel, Power Point, Typing 30 wpm

**Language Known** : English, Hindi, Marathi

**Email ID** : snehalmenkurkar@gmail.com

Place : Mumbai

Date : Yours Faithfully