

## **Resume**

**Name:** Shivangi Trivedi

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**Contact Number:** 9004979103

**Gender:** Female

**Date of Birth:** 23/12/1990

**Languages Known:** Hindi, English, and Gujarati

**Address:** 603/10 B, Alica Nagar, Lokhandwala, Kandivali East, Mumbai

### **Career Summary**

To seek a career with the opportunity for professional growth based upon performance that will develop through my experience.

Client-focused relationship manager, dedicated to exceeding client expectations, maintaining strong, fruitful working relationships with customers to gain their trust and respect, offering these core strengths:

Create and support client retention strategies for existing customer base and for new customers.

Strengthened working relationships with clients, utilizing excellent communication techniques.

Customer care skills – Solutions oriented and results driven attitude.

Strive for success and growth.

Proficient in Microsoft Word, Excel, PowerPoint.

**Objective Statement** – Develop and implement account plans that build a strong long-term relationship with clients.

### **Educational Qualifications**

B.E(Electronics and Telecommunication)

## ■ Previous Professional Background

### **Bookeventz.com(22nd June 2017- March 2018)**

#### **Job profile: - Venue Sales Associate**

- Managed day to day operations of the banquet facility. This included booking and confirming a broad range of events up to 350 people for both corporate, Wedding, Engagement and social events.
- Guided clients through all steps from initial booking to the day of the event.
- Focused attention on all event details to achieve each client's desired results.
- Consulted on menu development including food and wine pairings.
- Planned, designed, and implemented special events for clients that included weddings, bar mitzvahs, holiday parties, business functions.

### **Dreamline Workforce Pvt ltd (16th January 2016 - 13th June 2017)**

#### **Job profile: - Client Relationship Manager**

- Maintained professional and productive relationships with clients.
  - Good oral and written communications skills.
  - Presenting complex commercial deals and information to strategic clients.
  - Maintaining the integrity and accuracy of client data.
  - Good informative trainer & team management.
  - Good command on candidate and handling candidate meeting face to face.
- Promoted as business development manager.**

## ■ Work Experience

- Worked with Oasis Management Pvt. Lmt. As a Client Relationship Manager - From Oct 2015 to Dec 2015.
- Later, worked with Dreamline Workforce Pvt. Lmt. As a Client Relationship Manager- From Jan 2016 to May 2017.

#### **Technical Proficiency:**

- Basic computer knowledge on Microsoft Word, Excel and Powerpoint

**Hobbies:**

- Dancing
- Listening to Music
- Cooking
- Yoga

**Reference Person:-**

1. Name :- Prachi shinde (Client Relationship manger)  
Contact number: - 9867178188
2. Name: - Samreeta D'Souza. (Client Relationship manger)  
Contact number: - 9768108258

**Declaration:**

I hereby declare that the above given information is true to the best of my knowledge and belief.

**Date:****Place:****Signature**