

## SUSHMITA VIJAY UNIYAL

B-303, Shree Ganraj Apartment  
Dalvi Wada, Manda,  
Near SBI bank  
Titwala (E), Kalyan.  
Pin: 421605.

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### **OBJECTIVE:**

I am currently looking for a full time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively

### **EDUCATIONAL QUALIFICATION:**

Exam passed	Board / University	Year of passing	Percentage
SSC	State board	2011	85.82%
HSC	State board	2013	54.55%
TYBSC (Computer science)	Mumbai university	2016	66%
MMS (Sem1 and 2)	Mumbai university	2017	67.95% (Aggregate % of two sems)
MMS sem3	Mumbai university	2018	72%
MMS sem4	Mumbai university	2019	75%

### **COMPUTER SKILLS:**

Having knowledge of **MS Office, MSCIT**

### **PERSONAL TRAITS:**

- Goal Oriented
- Target oriented
- Dynamic & Hardworking
- Good in Team Work
- Good in Inter personal relationship
- Good Communication

### **PROJECT DETAILS:**

- **Project in Polytechnic Final Year**

**Project Name:** Study of Educational Institute

3 months

#### **Project Objectives :**

- To study market demand and sales forecasting.
- To study market strategy and sales strategy.

- **Project in Engineering Final Year**

**Project Name :** Study on CSR of Tata

3 months

#### **Project Objectives:**

- To study the importance of CSR.
- To study the CSR of Reliance, Infosys company.
- To study the CSR towards employees, customer, environment, society.

### **WORK HISTORY: -**

**Mars Safety Training Institute as Course Counsellor**

**Marketing Executive**

**24<sup>th</sup> February 2018 to 12<sup>th</sup> March 2019**

#### **Job Responsibilities**

- Counselling students and parents about the course.
- To call the students and convert leads into registration.

- Maintaining batch ledger and financial ledger of student.
- Handle walk-in enquiries and give them information regarding safety officer courses.
- Processing the certificate of students.
- Managing fee structure and fee software of different programs.
- Monitor class schedule to ensure smooth running of classes.
- Handle database from various sources.
- Enquiry handling-Telephonic and walk-in.
- Regular follow up for the enquiries.
- Handling admission procedures and coordination with registered clients.
- Convey for admission.
- Monitoring the marketing activities.
- Clarifying doubts regarding the courses and campus.

### **Worked in ITM group of Institutions as Marketing Executive**

**Marketing Executive**

**2<sup>nd</sup> April 2019 to 28<sup>th</sup> May 2019**

#### **Job Responsibilities**

- To call the students and convert leads into registration.
- Maintaining the CRM database of students
- Regular follow up for the enquiries
- Worked on projects like PGPFS, kumaran and other
- Scheduling the interviews for the students
- Regular line up for kumaran and yes bank project
- Guiding the students about different programs

### **Working in Seed Infotech**

**Counsellor**

**8<sup>th</sup> August 2019 – Till Date**

#### **Job Responsibilities**

- Counselling students about IT courses like java, dotnet and software testing.
- Calling the leads and converting into admissions
- Maintain fee structure and outstanding of students
- Regular follow up for enquiries.
- Creating and maintaining batch schedules for students
- Handling the exam software and scheduling the exams of students.

### **PERSONAL DETAILS:**

**Date of Birth** : 8<sup>th</sup> September, 1995  
**Father Name** : Vijay Uniyal  
**Gender** : Female  
**Marital Status** : Single  
**Language Known** : English, Marathi, Hindi  
**Hobbies** : Reading Books, Travelling, Swimming

### **DECLARATION: -**

I declare that the information and facts stated above are true and correct to the best of my knowledge and belief.

**Sushmita Uniyal**

