Simran Punjabi

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**Objective:**

The instinctive drive to perform and achieve in the face of a challenge reflects my attitude. This has helped me thrive in competitive environments. My objective is to focus this drive to enable the organization to reach beyond all boundaries and defy the limits of business growth.

# Qualifications Summary

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| --- | --- | --- | --- |
| Degree/ Certificate | Status | Percentage | Year |
| P.G.D.M in Marketing (M.B.A) | Wellingkar Institute of Management | 65.00% | 2016-18 |
| T.Y.B.Com | Mumbai University | 81.57% | 2012-13 |
| Class XII | Maharashtra Board | 79.33% | 2009-10 |
| Class X | Maharashtra Board | 77.38% | 2007-08 |

# Professional Experience

**Raffles Design International**

*Admissions-Counselor Feb 2020 – June 2020*

* Student Counseling for various courses like Fashion designing, Interior Designing, Product design ,Digital media design, Visual communication design, Etc.
* Follow-up with Students Inquiries and inviting them for the webinars.

**Vibgyor High School**

*Relationship Executive Oct 2018 – Oct 2019*

* Leadership Activities during Pre-School Tie-up
* Handling Admissions and Fee Remittance Process
* Student & Parent Counseling
* Handling Customer Relationship & Call Receiving

**Kotak Life Insurance**

*Asst. Customer Care Manager Jun 2017 – Mar 2018*

* Providing Customer Service & Inquiry Management to all existing customers.
* Handling Policy Renewal & Remittance via different channels.
* Co-ordination with different departments of various banks to assist customers.

**Raval College**

*B.Ed Counsellor & Admin Mar 2016 – Jun 2017*

* Student Counseling
* Handling Entire Student Admission & Induction Process
* Handling Student Queries & Grievances
* Responsible for adherence and completion of Enrollment Process as per Eligibility Criteria.
* Handling Correspondence & submissions with University
* Attending Workshops
* Ensuring Examination Process are adhering to regulations and conducted in smooth manner.

**T.I.M.E (MBA Entrance Coaching Institute)**

*Student Relations Executive Mar 2014 – Aug 2015*

* Student Counselling for various courses CAT, CET, Banking Exams, Etc.
* Follow-up with Student Inquiries
* Achieving Monthly Targets on-time as directed by management
* Handling entire administrative process for admissions and Sales & Marketing.

# Part-time Activities

* Sales Promoter – Lancome, Knorr Soups, Revlon, Glucocard-01, Garware (Suncontrol films)
* Sales Promoter cum promoter for Royal Canin.
* Sales Promoter for Spirit Vat69 (3 months)
* Short-term Assignments for Capital Corporation & Appco

# Strengths

* Ready to undertake new ventures and can accommodate well in various kinds of environment
* Ability to work under pressure, time constrains, etc.
* Can work effectively and efficiently with a team and as an individual as well
* Passionate about my work and ready to handle challenging or stressful tasks

**Languages:**

English, Hindi, Marathi, Sindhi.

**Personal Details :**

Date of Birth :4th September 1992.

Gender : Female

Nationality : Indian

Marital Status : Married