



Pratik Juneja

Date of birth: 17/04/2000 | **Nationality:** Indian | **Gender:** Male | **Phone number:** (+48) 576944950 (Mobile) |

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Address: Warsaw, Poland (Polish address)

About me:

A highly motivated, dedicated and diplomatic person with proven ability to work under pressure. Sensitive to employees and client concerns, I possess strong interpersonal skills, demonstrating the utmost discretion and integrity when dealing with confidential information. An ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. As a graduate with 1+ years' experience in management and Data analysis and Reporting, I am excellent in working with others to achieve a certain objective on time and with precision.

● WORK EXPERIENCE

10/2022 – CURRENT warsaw, Poland

QA TECHNICIAN TESTRONIC GROUP

1. Detecting bugs and software issues
2. Precise write-up (in English) of bugs, flaws and issues, and propose corrections to facilitate fixes
3. Maintaining strong cooperation with the rest of the team
4. Helping to achieve group targets,
5. Improving your knowledge of testing procedures and related equipment.

Software used- Jira, Jenkins, Excel, OKTA

09/2022 – 01/2023 Warsaw, Poland

BUSINESS DEVELOPMENT ASSOCIATE COGENT

1. Conducting market research and identifying potential clients.
2. Cultivating strong relationships with new clients, while maintaining existing client relationships.
3. Collating and maintaining client information in the CRM database.
4. Working closely with staff across departments to implement growth strategies.
5. Developing and implementing sales strategies, client service and retention plans, and analyzing sales data to inform or update marketing strategies.
6. Assist with drafting business plans, sales pitches, presentations, reference material, and other documents as required.
7. Ability to manage multiple projects concurrently and meet deadlines.
8. Identify new business opportunities and partners.
9. Demonstrate strong interpersonal skills with the ability to engage effectively with various levels of management, staff, and clients.

11/2018 – 05/2019 Mumbai, India

SALES EXECUTIVE BAJAJ FINANCE

1. Generating leads.
2. Meeting or exceeding sales goals.
3. Negotiating all contracts with prospective clients.
4. Helping determine pricing schedules for quotes, promotions, and negotiations.
5. Preparing weekly and monthly reports.
6. Giving sales presentations to a range of prospective clients.
7. Coordinating sales efforts with marketing programs.
8. Understanding and promoting company programs.
9. Obtaining deposits and balance of payment from clients.
10. Preparing and submitting sales contracts for orders.
11. Visiting clients and potential clients to evaluate needs or promote products and services.
12. Maintaining client records.

13. Answering client questions about credit terms, products, prices, and availability.

● **EDUCATION AND TRAINING**

09/2021 – CURRENT warszawa, Poland

MASTERS IN MANAGEMENT STUDIES Vistula University

Address warszawa, Poland

06/2018 – 06/2021 Mumbai, India

BACHELOR'S IN MANAGEMENT STUDIES University of Mumbai

Address Mumbai, India

● **LANGUAGE SKILLS**

Mother tongue(s): **ENGLISH | HINDI**

● **DIGITAL SKILLS**

Microsoft Office | Microsoft Word | Zoom | Microsoft Excel | LinkedIn | Outlook | Google Docs |
Microsoft Powerpoint | JIRI - Project task tracking | Project management (JIRA) | ms excel | Skype |
Google Drive | Team management, Team Work | Ability To Work Underpressure | motivated |
creative | multitasking | Structured Query Language | Data Visualisation (Tableau, Tableau Prep)

Other skills

Organizational and planning skills | Decision-making | Analytical skills | Reliability

● **ADDITIONAL INFORMATION**

PROJECTS

Risky business in risky world

Future and scope of real estate sector