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| **SNEHA KHAITAN**  **Email** : [**sneha.khaitan.12@gmail.com**](mailto:sneha.khaitan.12@gmail.com)  **Mobile No : -+91- 7835875090**  Permanent address : Mahavir Asthan Chowk,Boddom Bazar, sneha pic final.jpg  Hazaribagh, Jharkhand. Pin code-825301   |  | | --- | | **CAREER OBJECTIVE** |   To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self- development and help me achieve personal as well as organization goals.  **EDUCATION / ACADEMICS**   |  |  |  |  | | --- | --- | --- | --- | | **EDUCATIONAL QUALIFICATION/** | **UNIVERSITY/COLLEGE/SCHOOL** | **YEAR OF PASSING** | **PERCENTAGE**  (%) | | PGDM | New Delhi Institute of Management | 2015 | 68 | | B.COM(H) | University of Delhi | 2012 | 49 | | Higher Secondary( Class XII ) | D.A.V Public School, Jharkhand | 2009 | 85 | | Secondary (Class X ) | D.A.V Public School, Jharkhand | 2007 | 81 |   **INTERNSHIP ULTRATECH CEMENT LTD.[May-June,2014]**   * Worked with Ultratech’s research wing on **Understanding the Consumer behaviour for Premium Cement.** * Supervised the primary surveys and also interviewed few on the premium consumers personally to get a better understanding of the drivers and barriers to purchase.   **PROFESSIONAL EXPERIENCE**   * **Company**: CS Property & Consultants * **Duration**: March 2016-till date * **Designation**: Assistant Relationship Manager   **Responsibilities:**   * Relationship building with new and old clients * Selling & cross selling of products with existing base of customers through Telecalling. * Handling team of 4 People(Assigning task, Training, Motivating, Feedback) * Advise Clients on property transaction. * Assisting clients with evaluation of offers, negotiating terms and deal closure.   **CO-CURRICULAR / EXTRA-CURRICULAR ACTIVITIES .**  Participated and won in various drawing competition at School level.  Took initiative for FXB an NGO to bring volunteers during my CSR activity.  Organised the inter college sports meet “NDIM Spardha”  **CORE COMPETENCIES**  **Analytical skills**  **Excellent team player**  Self-Motivated.  **INTERESTS / HOBBIES**  Dancing –Bollywood dancing and basics of salsa. Also performed in NGO fund raising during my CSR activity.  Drawing (Sketching) – Shading, Charcol painting.  **PERSONAL INFORMATION**  Date of Birth : 22ndJuly 1991  Nationality : Indian  Gender : Female  Marital Status : Single  **CO-CURRICULAR / EXTRA-CURRICULAR ACTIVITIES**   * Participated and won in various drawing competition at School level. * Took initiative for FXB an NGO to bring volunteers during my CSR activity. * Organised the inter college sports meet “NDIM Spardha”   Core Competencies   * **Analytical skills** * **Excellent team player** * Self-Motivated.   **INTERESTS / HOBBIES**   * Dancing –Bollywood dancing and basics of salsa. Also performed in NGO fund raising during my CSR activity. * Drawing (Sketching) – Shading, Charcol painting.   **PERSONAL INFORMATION**   * Date of Birth : 22ndJuly 1991 * Nationality : Indian * Gender : Female   Marital Status : Single |

**CORE COMPETENCIES .**

* Self-Motivated.
* Responsible
* Excellent team player

**INTERESTS / HOBBIES .**

Dancing –Bollywood dancing and basics of salsa. Also performed in NGO fund raising during my CSR activity.

Drawing (Sketching) – Shading, Charcol painting.

**PERSONAL INFORMATION .**

Date of Birth : 22ndJuly 1991

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