

SHAILVI

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OBJECTIVE

Seeking a challenging position in a reputed organization which provides opportunities for professional growth and advancement and utilize the experience acquired in becoming a valuable team member in fastest growing Industry.

PROFILE

Work Experience: RELIANCE ANIMATION-BUSINESS DEVELOPMENT EXECUTIVE (Since September 2018)

Job Description

1. **Reporting to COO.**
2. Understanding client needs and offering support; answering potential client questions and follow-up questions; responding to client requests for any animation related proposals.
3. Identifying and securing business opportunities; coordinating business generation activities; developing customized targeted business strategies.
4. Working on 2D and 3D corporate projects, mainly coordination part from Pre-production to Post-Production.
5. Collaborating with management on Business related goals, planning, and forecasting; maintaining short- and long-term business development plans for our IP'S.
6. Handling branding and PR activities for Reliance Education to create awareness among students about different VFX/3G courses offered by Reliance Centre's.

Additional Responsibility

1. Handling Social Media Marketing for Branding and promotions.
2. Worked on HR related roles in Talent Acquisition, Employees Engagement Activities and Daily Attendance.

Summer Internship Detail:

Company : Hindustan Coca-Cola Beverages. (During MBA)

Duration : 60 Days

Title

Effects of Internal and External Branding on consumers

- Worked on 10 parameters of RED(Right Execution Daily).
- Execute all the branding parameters in given coca-cola outlets.
- To increase the branding awareness among the consumers.
- To generate RED score of each area.
- To maintain the availability of coke and its products.
- Look out for any customer/retailers related queries for further execution.

EDUCATIONAL CREDENTIALS

Master of Business Administration (MBA- MKT +HR) 2018 **8.22 CGPA**
Full Time Program (Regular)
Institute of Management and Entrepreneurship Development (I.M.E.D)
Bharati Vidyapeeth Deemed University, Pune

Bachelor of Business Administration (BBA) 2016
B.I.T Mesra, Patna campus **78.9 %**

Class XII (2013)
D.A.V Public School B.S.E.B PATNA affiliated To **CBSE** Board **72.2%**

Class X (2011)
D.A.V Public School B.S.E.B PATNA affiliated to **CBSE** board **68%**

CERTIFICATIONS/ACHIEVEMENTS

- Soft Skill Certificate from I.M.E.D,Pune
- Cyber Security Certificate from I.M.E.D, PUNE
- 100% Attendance Award in 2018, at I.M.E.D,Pune

LANGUAGE PROFICIENCY

- ENGLISH
- HINDI

TECHNICAL PROFICIENCY

- MS Office
- Internet Applications
- MS EXCEL
- Social Media Marketing
- Poster Making

STRENGTHS

- Result oriented individual
- Strong analytical and interpersonal skills
- Quick learner with high levels of adaptability
- Ability to take initiative.
- Good communication and exceptional presentation skills
- Possesses an energetic, outgoing, and friendly demeanour
- Ability to work independently or as an active member of a team

Extra-Curricular Accolades

- Won second Prize in MARKETING QUIZ at IIPM
- Organized Intra-College Activities and Fest.
- Organized Green HR debate for HR students at I.M.E.D Pune.
- Member of THE MANAGERS CLUB during BBA.
- Part of technical events like Technica at B.I.T Mesra Patna Campus.

PERSONAL DETAILS

Date of Birth : 05/06/1995
Languages Known : Hindi, English
Gender : Female
Permanent Address : 204, Akanksha Poonam palace, Sharma path, Rukunpura Patna, BIHAR
Hobbies : Listening To Music, Designing, cooking
References : Available on request

Date -

Shailvi