

Utpalavee Vijay Vaidya

Client Servicing Manager

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

✉ palavee21@gmail.com

📞 8208336829

📍 Royal Oasis. C-wing, 1902. 6A/16, New Mhada Society, Jankalyan Nagar, Malad West, Mumbai. Maharashtra 400095, Mumbai, India

📅 22 October, 1994

WORK EXPERIENCE

Client Servicing Manager COCOMA DIGITAL

12/2021 - Present

Mumbai

Achievements/Tasks

- Managing the Amazon Prime Video YouTube Channel. Responding to all client queries on mails and groups. Managing the production data and making reports. Have also worked on YouTube Analytics. Coordinating with the internal team for daily Amazon Prime Video deliveries.

Client Servicing Executive AURAA ADVERTISING AGENCY

07/2021 - 11/2021

Mumbai

Achievements/Tasks

- Mediator Between Creative team and Client to coordinate the jobs

Business Development Executive MAHEK VISION

10/2019 - 03/2020

Mumbai

Achievements/Tasks

- Generating leads and executing the event

Business Development Executive and Event Executive (Internship) 1UP EVENTS

04/2019 - 06/2019

Pune

Achievements/Tasks

- Interaction with client, arranging meetings and executing the events

Business Development –Trainee (Client Servicing) AVIANS INNOVATIONS TECHNOLOGY PVT. LTD

09/2017 - 09/2018

Pune

Achievements/Tasks

- Interaction with contractors, architects and consultants for on-going & up-coming projects

SKILLS

Good interpersonal communication

Maintain business relationships with existing clients

Proficient in Google sheets and documents

Able to handle operational and managerial situations at work place

Basic knowledge of YouTube analytics and reporting

EDUCATION

PGDEM (2018-19)

National Institute of Event Management (Event Management)

Pune, Maharashtra

MBA (2015-17)

Padmashree Dr. D. Y. Patil Institute of Management Studies (Marketing)

Pune, Maharashtra

B.com (2015)

Brihan Maharashtra College of Commerce (BMCC) (Marketing)

Pune, Maharashtra

LANGUAGES

English

Professional Working Proficiency

Hindi

Professional Working Proficiency

Marathi

Professional Working Proficiency