

MANU JAIN

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B-603, Royal Glory, Bhumkar Chowk, Pune, Maharashtra

Objective

To join a firm that will enable me to grow as a professional and as an individual. Hope to help a company achieve success while simultaneously enhancing my personal knowledge. I enjoy encountering new challenges and aim to work with an organisation that likewise espouse this forward thinking mentality.

Education

Indira School of Business Studies

2020

Post Graduate Diploma in Management(Finance)

61%

Govt. P.G. college Garhakota

2018

Bachelor of commerce(Computer)

60%

RRMB Gujrati School indore

2015

Higher secondary school

65%

S.P. Memorial Convent school

2012

SSC

79%

Experience

Bajaj Housing Finance Ltd.

06-01-2020 - 14-12-2020

Asst. Sales Manager

Produced sales by executing complete sales process from prospecting through contract negotiations and close. Managed sales process from bringing the home loan files with the help of sales executives to disbursement and encashment of the loan.

India Infoline Finance Ltd.

15-05-2019 - 15-08-2019

Fundamental and technical analysis of stocks

- Trading in Equity Market
- Studied Fundamental and Technical analysis of stocks and implemented in stock market.
- Studies the concept of future and options.
- Selling of DMAT accounts.

Projects



Live Project(Bajaj finserv)



Job entailed working under the Territory Development Manager in league with the sales executives.



Communicating schemes to the customers, introducing & implementing the Bajaj EMI Card scheme.



The program was aimed at sales promotion through offers in the enrolled popular stores.



Computer Skills



Operating system : windows



Packages known : Word, Powerpoint, Excel



Diploma : Diploma in Computer Application



Other Skills



Team player.



Time management



Communication skills



Professional Training



Attended the world marketing and finance congress at Taj Land's End, Mumbai.



Visited Mecc alte for industrial training.



Language



Hindi English



Activities



• Participated in various drama plays in College



•Member of cultural committee in college.



Participated in Talent Hunt at ISBS, Pune.