

# Riddhi Komarwalliwar

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*A proactive and fast learning individual seeking an opportunity to work as a dynamic analyst utilizing analytical & methodical skills and relevant expertise to help the company achieve business goals while sticking to vision, mission, and values.*

## Executive Synopsis

- A skilled and competent professional with around **2 years** of experience.
- Expert in various analytical skills.

## Skills

- Primary Skills
  - AutoCAD
  - Revit Architecture
  - Staddpro
- Secondary Skills
  - Microsoft Project
  - Microsoft Office
  - Estimation and Costing
  - MS Excel

## Professional Experience

### Jaro Education , Pune

Working as Assistant Manager - Admissions

Dec 2019 - Present

### PROJECTS WORKED ON

IIM Trichy | Welingkar Institute of Management, Mumbai | GNIMS Mumbai | IMT Ghaziabad | Alliance University, Bangalore | Bharti Vidyapeeth, Pune | NSE Academy, Mumbai

### Work Description

- Admission Counselling with provided leads and providing appropriate education program to candidates by analyzing their previous academics platform.
- Organizing public events in order to increase the opportunities to meet the given target.
- Competitive analysis and competency mapping to understand the trending pattern of market which can boost the company's business strategies.
- Delivering sales and software training to fresh batches to bring them together and introducing them to the company's working culture.
- Generating weekly and monthly reports for performance analysis purpose.
- Execution of several campaigns in IT companies by coordinating with their respective HR and to bring fascinating schemes for working professionals to bring multiple businesses to account

**PROJECTS WORKED ON**

- Vertical Alcinia by Vertical Infra
- Ace Almighty by Jhamtani Developers
- Metro Life by Rama Groups

**Work Description**

- Analyzing the Data provided.
- Compilation of the data in a proper format.
- Interaction with client at site and giving them proper presentation about the project.
- Taking care of customer's documentation part like demand letter, NOC, till registration process by making proper communication and co-ordination among client and CRM department.
- Facilitating the customers for availing loan facility through approved banks by providing them proper support.
- Providing Training to team members and helping them to achieve their goals and targets.
- Keeping all existing clients updated about ongoing development on the site in order to maintain good relationship.
- Working on generating cross sales from existing clients and generating new reference.
- Inspecting construction at site.

**Worked as a pre-sales executive**

July 2018 - Sept 2018

- Responsible to Develop an organized teams, implementing standardized procedures that supports and contributes to increase in the number of "Site visits" across projects which in turn helps our sales team to do more closure.
- Reach out to all the voice and Non-voice enquiries within the defined TAT
- Periodical review of process, Target v/s Achievement, individual / team performance and give feedbacks Or take necessary action to improve our performance.
- Responsible for smooth flow of new launch process, EOI and Inventory Process.

**Academic Forte**

Degree	University / Board	Passing Month & Year	Percentage
BE	Savitribai Phule Pune University	July – 2018	70.46%
XII	Maharashtra Board	May – 2014	73.34%
X	CBSE Board	May – 2012	CGPA 9.8

## *Achievements*

- Awarded as star employee of the quarter, October to December, 2018.
- Awarded as star employee of the quarter, April to June, 2019.
- Awarded as champ of the month Feb, 2020.

## *Activities*

- Pursuing certification in Data science with machine learning from IVY professional schools.
- Completed internship in B.G. Shirke under 'Builders Association of India (BAI)
- Completed NPTEL course in Total Quality Management.
- C.E.S.A Vice Chairman.
- Attended National Conference on Structural Design.
- Attended seminar on Bridge Design
- Main Organizer of Spectrum of Arts.
- Completed valuation course in Real Estate under IOV, Pune
- Played Chess in Divisional level.
- Completed MSCIT.