

# SUNIDHI SANAND

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Flat No. 2D, Dream Garden Residency New Jakkanpur, D.V.C Road  
Patna, Bihar

in Sunidhi Sanand

@SunidhiMuskan



## Objective

I am a dedicated and dynamic graduate management student is looking for a challenging to take the career, to reach a new success and to be a leader with the help of my managing skills and knowledge for the development of an organization.

## Experience

### KWALITEIT De SERVICI

Aug 2019 - Jan 2020

Marketing Executive

I am the employee of this Manufacturing Organization. Basically, my work of this field is handling exciting client, making client relationship, working on excel sheet, data search, making report.

- Assessed marketing programs performance and identified areas to increase effectiveness and areas of opportunity.
- Created the best pricing of goods to address company goals, retain customer satisfaction, and enable the company to meet its profit goals.
- Closely supervised team members, sales plans, and tracked employee performance, resulting in [Result].
- Created complete lists of products, descriptions and services offered.
- Prepared detailed daily, weekly and quarterly reports on marketing projections.

### Data Entry

- Completed employee reports of statistical information.
- Used source documents to verify and sort digital data.
- Handled various data entry projects by coordinating and scheduling staff, resulting in organization.
- Corrected data entry errors to eliminate the possibility of duplication of errors across other computer systems.
- Assessed data entry production, identified errors, and provided information to supervisors for correction.
- Used spreadsheets to record client information in company's database to give administration easy access to client data.

### HR Manager

Checking all vendor list, hiring employee, checking and making report of manufacturing field.



## Education

IIMT GROUP OF COLLEGE , U.P.

2017 - 2020

BBA

75%

J.M.D.P.L. College , Bihar

2014 -2016

10+2

54%

R.P.S. Residential School, Patna

2008 - 2014

10th

7.2



## Skills

Decision Making

Leadership Skills

Communication Skills

Fast Learner

Presentation

Reporting Capabilities

Clients Relationship Management

Multi-Task Management

Ms Word

Ms Excel



## Projects

**Grievance Handling System**

Basically, this project is done by me. When I was in last semester of our college then I make this project of our working experience. This project is based on how company should work to achieving goals, how they treat with employees and etc..



## Achievements & Awards

Women Empowerment IILM, College Fest Apr 2018

Auto Expo Show Bookmy Show Feb 2020

Innovation Kavach Cells IIMT Group of College Jun 2020



## Language

English

Hindi



## Personal Details

Date of Birth : 18 Jan 2000



Marital Status : Unmarried

Nationality : Indian