

# Ms. Heena Harichandra Garasia

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**Contact No.: 08898904790. Email Id.: gheena78@gmail.com**

Professionally Experienced in Client Relationship Manager, Branch Head and Administrative Executive, Excellent Relationship Developing, Good experienced with Direct Sales B2C & B2B, Great Trust Building & *Interpersonal skills*, Good hand in MS Office, E-mail, Different Software & Quick Learner, Details Organizer & Maintaining Stuffs, The Utmost Confidentiality, Leverage Proven Communication, Good Creator & Decision Making (whenever necessary), Great Problem Solver, Documentation & Online Work and more.

## **Key Skills**

- *Polite and Good Communication Skills*
- *Excellent Relationship Developer (Client & Professionally Business)*
- *Cheerful Positive Attitude/Personality in Business Development*
- *Convincing & Great Negotiations*
- *Quick Grasping Capacity*
- *Good with MS Words & MS Excel*
- *Leads Follow up (Cold Calling & Mails)*
- *Dedicated to Priorities & Time Management*
- *Basic Accounts: Payments Collections, Billing & Petty Cash Handling*
- *Pre-Post Services Feedbacks*
- *Good Eye for Details*
- *Team Player & Multitasking*
- *Creative Problem Solving*

## **Education**

- *Pursuing MBA in Business Leadership (2019-21) final Sem.*
- *Advance Diploma in Fashion Designing & Merchandising*
- *Bachelor in Commerce Graduation*
- *SSC & HSC in Home Science.*

## **Professional Qualification**

- *Good with Computer: Good in Microsoft Office, Google Applications Features & E-mail, Online Documentation, Good learner in different Software and more*
- *English Typing Speed 40 words per min. and progressing Typing Speed of 30 in Marathi.*
- *Private Advance Diploma Certificate course in Fashion Designing from Society of Fashion Institute (Andheri): Portfolio Creating, Merchandising & Marketing, CAD & Color Knowledge.*

## **Experience**

- 1 months of experiences in Client Relationship Management cum Sales (International School of Skill Development)
- Having two weeks of experiences in handling Clients (Client Relationship Manager/Business Developer/Documentations) in Logistics firms (GetGo Logistics)
- 1 Year of experiences in Client Relationship Management cum Sales (Five Feet Learning Solutions)
- 9 years 5 months of experience in Client Relationship Management, Business Development, Management and Administration (ISFT College & Institute Pvt. Ltd.)
- Assistance to the Director
- Billing and Fees Collection & Petty Cash Handling
- Positive Counseling and Converting to Business
- Arrangement of Meeting, Seminars and Lectures
- Handling and Good Problem solving
- Stationery and Materials and per requirement
- Maintaining Regular registers attendees of Staff and Faculties and Salary & Payment cares
- Training new Staffs

## **Awards/Achievements/Co-curricular Activities**

- Good relation with clients & team.
- Good feedback by students, staffs and team & develop Goodwill
- Regular attends.
- Certificate received for Regular Attendance and Completing Computer Course.
- Typing speed of 40 wpm English

**Personal Profile Statement:** 10 years of fully Experienced in handling Clients at the fullest & Team work. Hard working, motivated & proficient in high performance & getting best results.

**Hobbies and Interest:** Computers, Internet Surfing, Working on new Creative Things & Music.

## **Personal Details**

- Residence: Chakala, Andheri (East), Mumbai 400 093
- Date of Birth: 25th Dec, 1988
- Gender: Female
- Statist: Unmarried
- Language Known: English, Hindi, Gujarati, Marathi
- Staying with Family.