

RESUME

Shreya

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Objective

Seeking a responsible and challenging position that will allow me to explore my ability, skills, and sense of dedication towards my duties with the sole aim of the growth of organization.

Key Qualifications: -

- Total Experience of around 3.5 years of experience in the field of Marketing,
- Excellent presentation and communication skills,
- Creativity and Strategic thinking,
- Generating leads and follow up with companies.
- Operation Windows well and sound knowledge of Google tools (sheet, Drives, forms etc) & Microsoft Office (M.S Word, Excel, and PowerPoint),
- An effective communicator with and ability to relate to people at any level of business and management,
- Ambitious and Positive attitude towards life and work,
- Capable of working under pressure and meet deadlines as scheduled with quality in work,
- Organization and prioritization skills,
- Problem analysis, use of judgment and ability to solve problems efficiently.

Work Experience:

1. **Manager - Business Development,**

Space Solutions Realty Pvt. Ltd. (offices On Rent.com):

Feb 2017 - At Present

- Creating and updating database of all clients and companies as per locations.
- Prepare proposals, PPTs for clients.
- Continuously follow-up prospect clients and companies, phone calling to prospect regular basis, Site visit, arrange meetings at office and maintain proper records.
- Maintaining healthy relationship with new as well as existing companies.
- Coordinate with administration department for the changes leasing and expansions.

2. **Customer Care Executive,**

Ienergizer (Make My Trip -Noida):

July 2016 – Jan 2017

- Handle the queries and complaints of Flight LOB.
- Coordinating with respective airlines for modifications.
- Provide resolution for escalated complaints.

**3. Internship with Bharat Electronics Limited,
(BEL-Ghaziabad):**

July 2015 – July 2016

- Reliability and maintainability prediction,
- FMEA
- Prediction through RBD

**4. Customer Care Executive
Jabong.com (Gurugram):**

Sept 2014 - July 2015

- Handle the queries and complaints of customers.
- Provide resolution for escalated complaints.
- Track and update of all orders
- Follow up with respective courier services.

Education

- **Diploma in Electronics engineering (Lucknow)**
2011 - 2014 (Full Time)
- **Diploma in Electronics Engineering**
- **Schooling: Intermediate & High School (Sunbeam School Varuna- Varanasi)**
2008 – 2011

Personal Details:

- Marital Status: Unmarried
- DOB- 25th Feb, 1995
- Father's Name : Lal Ji
- Father's Occupation: Teacher
- Mother's Name : Sharda Devi
- Mother's Occupation : Principal
- Permanent Address : Flat E1, Praganya Apartment, Devli, Khanpur

Date:

Place:

(SHREYA)