

ROHINI JUNNARE

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Objective

I am an enthusiastic and motivated professional with relevant experience in the area of Marketing and HR ,can demonstrate a strong ability with logical approach to challenges. Can perform effectively even within a highly pressurized working environment.

I am seeking new managerial assignments and challenging role in HR cum Admin in order to enhance my knowledge which in turn can be utilize for the growth of an organization.

Work Experience

Kadakhnath

Duration: - 22nd may 2017 to present

Designation: - Human Resource Manager

Responsibilities:

- Handling administration part for joint entity of Kadakhnath-SS construction
- Attending prospects and giving information about the project.
- Handling full recruitment process, Identifying right candidate for the given profile .scheduling interviews, and taking feedback from both the side.
- Responsible for salary structrurization of employee, timely payment.
- Responsible for inventory management
- Responsible for collecting data, meeting new vendors and collating all information for on going project(Kadakhnath)

Aaradhya Foundations

Duration: - 5thOct 2016 to 19th May 2017

Designation: - Customer Relationship Manager

Responsibilities:

- To manage the Seminar
- Attracting crowd to the seminar by doing various promotional activities.
- Planning and strategies upcoming Seminar.
- Creating awareness about seminars between people.
- Maintaining database of People who attend the seminar.
- Follow up of team about databases of client, updates of conversion, discussion about workshop.

MKCL (Maharashtra Knowledge Corporation Limited)-Presently working with the MKCL

Duration: - 1 April 2015 to 30thSept, 2016

Designation: -Marketing Executive

Responsibilities:

- Taking Events / Seminars for the respective centre
- Spreading Awareness regarding MKCL's various new courses.
- Approaching students towards the MKCL's authorized centers for the particular courses
- Develop and expand the company's local presence.
- Monitoring and analyzing the market trend to implement the business.

Design Warehouse.

Design Warehouse in renowned advertising agency dealing in all type of design & development.

Duration:- 03 June 2014 to 30 March 2015.

Designation:-Business Development Executive

Responsibilities:

- Track business opportunities with new clients
- Review quotations prepared by sales coordinator & follow up with clients to convert quotations into job orders
- General Project Management, tracking delivery dates and co-ordination with production and client to ensure that schedules are followed and clients are kept updated at every stage of the project.
- Develop strategy to achieve company sales target.
- Maintaining database of clients and competitors.
- Develop and expand the company's local presence.
- Proficient in implementing competitive sales strategies contributing towards enhancing market, business volumes and value growth.
- Expertise in handling sales and marketing functions entailing business development, relationship management.
- Hard working, adaptable in nature and ability to work under pressure.

Summer Project Details

Project Title:	To study on Promotional strategy of new Product Launch
Team Size:	Single
Duration:	60 Days
Company:	Moharir Motors & Services Pvt. Ltd., Nasik
Description:	This project is helpful to understand the various promotional strategies for launching of new product in the market and also got to know the respond from the customer.

Capability Overview

- Good communication skills, interpersonal skills and analytical skills.
- Quick Learner and a good listener. .
- Creative enough to prioritize the task with variable approaches and highly organized.
- Hardworking and diligent in carrying out duties and responsibilities.

Education

EDUCATION	YEAR OF PASSING	COLLEGE/SC HOOL	UNIVERSITY BOARD	PERCENTAGE	GRADE
M.B.A(Marketing)	Apr-2014	SandipFoundation, Nasik	University of Pune	59.00 %	Higher 2 nd class
B.Com	April-2012	K.T.H.M. College Nasik	University of Pune	58.58%	Higher 2 nd class
H.S.C.	Feb-2009	K.T.H.M. College Nasik	University of Pune	68.00%	1st class
S.S.C.	March-2007	SardaKanyaVidya mandir,Nasik	Nasik Divisional Board	60.92%	1st class

Seminars Attended

- Soft Skills Training and Personality Development by Randstad.
- “Leadership Skills” By Dr. Ramneek Kapoor, IIM-Indore.
- “Motivational Techniques” By Dr. Manoj Kasat, IIM-Kolkata
- Seminar by Shri. Raghunath Medge, president of Mumbai Dabbawala Association.

Achievement

- Appointed as **Class Representative of Marketing department in Academic year (2013-2014).**

Computer Proficiency

- Microsoft Office (Excel , Word , PowerPoint)
- Internet Surfing
- Typing (30 WPM)

Extra-Curricular Activity

- Volunteer for C-MAT exam
- Corporate Social Responsibility done at Adhar Ashram, AshokStambh.
- On job training done at Big Bazaar for 5 days.
- Participated in Dance, Fashion show.

Personal Information

DateofBirth : 06/11/1991

Nationality : Indian

PermanentAddress : House no- 3506, Chavata, Old Nashik, Nashik-422001

Sex : Female

Marital Status : Unmarried

Nationality : Indian

Language Known : English, Hindi, Marathi.

Hobbies : Dancing, Singing, Travelling, Reading, and Swimming.