

RESUME

Name: Singh Trupti Lavpratap

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1. CAREER OBJECTIVE

To be a part of management organization I wish to pursue a challenging job opportunity in a reputed firm that can accommodate my competence, experiences and goals while providing me with the scope to use my strengths in the best way possible for the company's growth.

2. EDUCATIONAL QUALIFICATIONS

Degree	Institute – University / State Board	Year of passing	Percentage (%)
PGDM (Marketing)	University of Mumbai Guru Nanak Institute of Management Studies, Mumbai	2023	62.2%
BMS (Marketing, Human Resources)	University of Mumbai SMT.P.N. Doshi women's college	2021	73.80%
H.S.C	Gurukul college of commerce, educational institution (Maharashtra state board)	2018	70.77 %
S.S.C	Hindi High School (Maharashtra state board)	2016	71.60 %

3. SUMMER INTERNSHIP (MAY & JUNE 2022)

3.1 COMPANY: Talent corner HR services

3.2 DESIGNATION: Employee

3.3 PERIOD: 2nd May 2022 to 30th June 2022

3.4 PROJECT TITLE: Business prospecting for HR agency in Talent corner Pvt Ltd

3.5 RESPONSIBILITIES HANDLED:

- Handle many inbound and outbound calls to customers and clients
- Collecting data about HR roles and duties from client's
- Recruitment service consultancy provide by offering candidate to the clients.

3.6 EXPERIENCE AND SKILLS GAIN

Deep Knowledge of a Company's details and HR roles and responsibilities To field dozens of phone calls a day means fielding dozens of topics as well.

- Attention to Detail and Organization
- Clear and Effective Communication ○ Adaptability ○ Empathy.

4. WORK EXPERIENCE

4.1 COMPANY: Kansai Nerolac Paints Ltd

4.2 DESIGNATION: Trade Marketing Officer

4.3 EXPERIENCE : 8 MONTHS

4.4 RESPONSIBILITIES HANDLED:

- Understanding Customer Requirements and expanding relationship with existing and new customers.
- Research the Market by Making New Clients and Give the product, service to the customers.
- Play an integral part in Generating New Sales and prepare regular Reports.

4.5 EXPERIENCE AND SKILLS GAIN

Deep Knowledge of Company Products, by daily Visiting to the clients, get the appointments, do the needful producers through explaining Each products and mail the other necessary information to clients and get the lead conversion.

- Clear and Effective Communication
- Patience and Positive attitude towards the responsibility handle ○ Making good relationship by face to face conversation.

5. ADDITIONAL CERTIFICATIONS

- Research Paper Presentation
- Workshop "Personal Finance for women"
- MS-CIT

- Tally ERP 9 with GST
- Add- on in Research Methodology
- Introduction To ICT

6. KEY SKILLS AND COMPETENCIES

- Active Listening and Communication
- Self- management skills
- Problem Solving and Decision Making

7. INTEREST AND HOBBIES

- Photography
- Travelling
- Blogging
- Research Paper on “Impact of Library services on student’s success and performances”.
- Research Paper on "Business prospecting for Talent Corner".
- Research Paper on “Online learning can reduce the cost of Higher Education”.
- Bazaar – “Entrepreneur for a day”

8. KEY ACHIEVEMENTS

- Working in a Team
- Time management
- Forward Planning and Strategic Thinking
- Learning Languages
- Volunteering

9. PERSONAL DETAILS

Date of Birth: 7th February 2001,
Nationality: Indian
Gender: Female
Marital Status: Unmarried
Languages Known: English, Hindi, Marathi
Present Address: Room no. 10 , Jainulla chawl , Gaondevi road , Ghatkopar (west) ,
 Mumbai - 400086

I, hereby, declare that all the information given is true to the best of my knowledge.

Date:

Sanjay...

Place: Mumbai

Singh Trupti Lavpratap

