



Name:
Jaya Gupta

Contact no:
7738634282

Email Id:
jayagupta4496@
gmail.com

Date of Birth:
4th April 1996

Competencies:
Team worker
Takes initiatives

Hobbies:
Stitching
Cooking

Technical Skills:
MS Office

Achievements:
Most well-behaved
student award in
12th standard

Ranked 3rd for
handwriting
competition in
11th standard
at zonal level
(NaviMumbai)

Education

Year	Examination	Institution	Percentage Obtained
2019	PGDM- Marketing	SIES College of Management Studies, Navi Mumbai	73.77
2017	B.Sc IT	SIES College of Arts Science and Commerce, Navi Mumbai	78.97
2014	HSC	Christ Academy, Navi Mumbai	68
2012	SSC	Sai Holy Faith High School, Navi Mumbai	84.55

Work Experience

Organization: C-Edge Technologies Ltd. (A TCS- SBI Joint Venture)

Work Experience: 2 years 7 months (15th July 2019- 31st Jan 2022)

Designation: Sales Executive

Roles & Responsibilities:

1. Pre-Sales/ Inside Sales/Sales Representative/Pre-Sales Consultant Reporting: Chief Business Officer

- B2B sales, IT services sales, cold calling, cross selling, lead generation and conversion
- Bringing up to date with newly floated/published tenders by the bank for various required solutions/services
- Preparing pre-bid queries, preparing technical and commercial bids for RFPs (Request For Proposals), attending pre-bid meetings, visiting clients for giving presentations and demonstrations
- Scheduling meetings with vendors (OEMs-Original Equipment Manufacturers), internal teams and taking timely follow ups

2. Project Coordinator Reporting: Chief Executive Officer

- Updating the status of various ongoing projects(C-KYC, Passbook Kiosk, Mobile Banking, Internet banking, UPI, Biometric Authentication, LOS, Cards, Fraud Management System, etc) to the CEO on weekly basis and addressing the gaps faced during project implementation.
- Coordinating with teams to meet deadlines of projects
- Scheduling fortnightly review meet with stakeholders and highlighting the onward movement of projects

Address:

SS-3, Room no.
853, sector-02,
kopar khairane,
Navi Mumbai- 400709

**Languages
Known:**

English, Hindi,
Marathi

Internships**Intern at C-Edge Technologies Ltd (Jan 2019 to June 2019)**

Department: Sales and Marketing and Account Management

Responsibilities:

- Worked with sales and marketing department for understanding the different CBS and CBS+ services offered by the organization to clients(banks)
- Studied different RFPs for understanding the requirements, analyzing the technical and commercial proposals, eligibility criteria and accordingly assisting in making proposals
- Preparing Pre- bid Queries and attending pre-bid meetings
- Worked as account manager for looking after the implementation of C-KYC solution and passbook kiosk solution in 14 SBI RRBs and updating the progress report on weekly basis to the DGMIT of SBI RRBs
- Taking timely follow-ups with SPOCs, internal teams and vendors

Intern at HDFC Bank (Jan 2018 to March 2018)

Department: Digital Loan

Responsibilities:

- Making calls for digital loan (Personal loan, vehicle loan, gold loan and business loan), generating leads and reporting to senior manager for lead conversion
- Making customers active on internet banking
- Solving queries at the welcome desk and handling walk in customers

NGO internship (July 2018)

Organization: Youth on the move

- Part of “feed the hunger ” and “tree plantation” project at Mulund (Mumbai)
- Creating awareness on digital platforms by making videos