

Curriculum Vitae

Shraddha Subhash Shirsat

Email : shraddhasubhash91@gmail.com

Contact : 7219806688/9763921968.

Objective :

- To provide my knowledge and thinking ability to develop new possibilities and new solutions.

Strengths :

- An analytical mind with the ability to think clearly and logically.
- Ability to work accurately and pay attention to details.
- Excellent spoken and writing communication skills, problem solving skills.
- To enrich knowledge and gain experience by hard working in the competitive world and work in a creative and inspiring environment.
- Strong communication skills and ability to maintain confidentiality.

Educational Qualification :

Degree	School/College	Board/University	Passing Year	Percentage
Bachelor of Science- B.Sc(Chemistry)	Modern College of Shivajinagar	Pune University	2014	62.10%
H.S.C	Jijamata Girls College	Maharashtra/ Pune	2010	56.83%
S.S.C	The Trinity School(TTS)	Maharashtra/ Pune	2008	73.38%

Work Experience :

- 1. Organization : Saina Associates Pvt Ltd.**
- 2. Designation : Business Development Manager.**
- 3. Duration : 12th February 2016 to 22nd September 2020.**

Job Profile

- To promote the company services to clients from different districts.
- Build long term relationships for business with new and existing clients.
- Taking regular followup of leads and convert it into business.
- Making new fresh calls to clients for registrations of various departments.
- Attending the phone calls of enquiries generated from our website,justdial,sulekha,indiamart,etc.and convert them into business.
- Providing quotations of services and keep daily interaction, followup, on email.
- Face to face interaction with clients for business development.
- Grow and retain existing clients by presenting new solutions and services to client.
- Making cold calls to increase the business.
- To seek opportunities for business development with existing and new clients in an attempt to increase business.
- Achieve monthly target effectively and also earn incentives.

- 1. Organization : CareerIntech Software Training & Development Company.**
- 2. Designation : Counselor.**
- 3. Duration : 08th September 2014 to 30th January 2016.**

Job Profile

- Counselling the candidates for training programmes in Development and Testing.
- Converting the enquiries into admissions.
- Managing the student enquiries for various courses we offer.
- Providing the detail information regarding courses over telephone, face to face and over the emails.
- Maintaining records of students admission, class details and other related data.
- Making followup and fresh calls to students.
- Attending daily enquiry calls from Justdial, Sulekha.
- Making new fresh calls from job portal like Times Job and communicate regarding various courses we offer.
- Converting leads into business and achieve monthly target effectively.

Certifications :

- Certificate of participation in Physics Poster Competition in Modern College of Shivajinagar.
- Certificate of participation in Chemiad Competition in Modern College of Shivajinagar.

Technical Skills :

MS-CIT in 2008 with 80% marks.

(Microsoft Powerpoint,Word,Excel)

Personal Details :

Name : Shraddha Subhash Shirsat.

Date of Birth : 11th December 1991.

Nationality : Indian.

Marital Status : Married.

Languages : Marathi,Hindi,English.

Hobbies : Reading books,Cooking.

Declaration :

I hereby declare that all the above information furnished is true to be the best of any of my knowledge.

Place : Pune

Shraddha Subhash Shirsat

