

JYOTI

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OBJECTIVE :-

To work hard by using all my professional skills and to serve the organization with all my optimum outcomes also to work with highest potential in order to give my best where ever I work.

PROFESSIONAL QUALIFICATION :-

Degree	Year of Passing	% of marks	Institution/University
MBA (HR & MKT)	2019	74.5%	SITM /U.P.Technical University, Lucknow
B.Tech (I.T)	2010	63%	MCSCET/U.P.Technical University, Lucknow

ACADEMIC QUALIFICATION :-

Class	Board	Year of passing	% of marks	Division
Intermediate	U.P	2005	58.4	IIInd
High School	U.P	2003	51.5	IIInd

WORK EXPERIENCE:-

Working in Ram Shree Chemicals as a Business Development Executive from 9th July 2019 to till Date.

Responsibilities undertaken :-

- Identifying customer and generating business.
- Responsible for overall target.
- Keeping the Relationship with existing customers and connecting new customers.
- Handling buyer's platforms like Indiamart and tradeIndia.
- Handling CRM and negotiating the deal.

INTERNSHIP :-

I have completed 3 months Internship in HR from Teknavigators from 02nd Jan 2019 to 2nd Apr 2019.

Responsibilities undertaken :-

- Counsel enquiries from Just Dial related to the courses.
- Workshop Arrangement in different colleges.
- Follow up on candidates from workshop & satisfy their query regarding courses.
- Maintain Data of all the colleges and student.
- Calling (Inbound & Outbound) and handling documentation.
- Worked on Naukri Portal to find candidates for different clients according to their requirements.
- Conduct drives in colleges for Teknavigators and for other companies (Clients).

WORK EXPERIENCE:-

Worked in Landmark Limited as a Customer Care Executive from 08th sep 2010 to 12th May 2012.

Responsibilities undertaken :-

- Answered customer call about product & event.
- Keep records of customer complaints & comment.
- Registration of privilege cards & getting feedback.
- Keep records of incoming/outgoing courier of products.

COMPUTER KNOWLEDGE:-

- **Operating System** : Windows
- **Productivity Tools** : Microsoft Office

HOBBIES :-

Net surfing, Travelling, games.

PERSONAL INFORMATION :-

Father's name : Mr. Chandrika Prasad
Date of birth : 06th June 1985
Languages known : English & Hindi
Marital Status : Single
Mailing Address : Post office- Indira nagar lucknow-226016

DECLARATION :-

I hereby declare that all information given in the CV is correct to the best of my knowledge and belief.

DATE :

PLACE : LUCKNOW

(JYOTI)