

Curriculum Vitae (C.V)

CONTACT DETAIL:-

Email:-madhurimane@gmail.com

Mobile:-8879846927

Permanent Address:-Mumbai
Maharashtra

INFORMATION TECHNOLOGY SKILLS:-

- Well versed with MS-Office & internet application
- Order Management
- Zoho CRM
- Maharashtra State Certificate in Information Technology

CORE COMPETENCIES

- Inside Sales
- In-house Marketing
- Order Management
- Marketing operation
- Lead Generation
- Presentation
- Client Servicing, Event Organization
- Online Sales
- Marketing activities
- Team Work
- International Email Management

Education Detail:-

Institute:-IBMR Business School

Course:-MBA

Duration:-2year (2013-2015)

PERSONAL DETAIL:-

- **Name:** - Madhuri Mane
- **Date of Birth:** - 10/7/1992
- **Marital Status:** - Unmarried
- **Languages Know:-** English, Hindi, Marathi
- **Permanent Address:-** Mumbai Maharashtra

CERTIFICATION:-

- Dassault Systems: - Sales & Marketing
- Dassault Systems: - Subscription Sales & Renewal Sales
- Tata Digital Learning Certification in Business Management
- LinkedIn Certification in Business Management

Freelancer Job:-

1) Company:-<https://www.solutioninn.com/>
Designation: - Subject Matter Expert

2) Company: - CHEGG TBS
Designation: - Subject Matter Expert

CAREER OBJECTIVE:-

Seeking the position in Customer Service marketing & Sales in the corporate sector where I can utilize my expertise in the field of Sales and Marketing

ORGANIZATION EXPERIENCE:-

- 1) **Company:- Roimuse**
Designation: - International Sales & Marketing Management (USA Process)
Duration:-November 2019 to February 2020

JOB DESCRIPTION

- Outbound and inbound marketing, create and update the database-of customer with complete information for business
- Sending an email about training and product service, Event Management, Data validation
- Sales Co-ordination with maintaining daily reports, Customer follow up & feedback

- 2) **Company: - Beacon (Solid-work Re-seller) 3D CAD Solution**
Designation: - Inside Sales Executive
Duration:-March 2019 to August 2019, **Location:-**Mumbai

JOB DESCRIPTION

- Outbound and inbound marketing, create and update the database-of customer with complete information for business
- Sending an email about training and product service, Event Management, Data validation
- Sales Co-ordination with maintaining daily reports, Customer follow up & feedback

- 3) **Company:-Thyrocare Technology Limited (Healthcare)**

Designation: - Marketing Executive

Duration: -- December/10/2016 to March/20/2018

Location: - Mumbai

JOB DESCRIPTION

- 1) To undertake Pan India marketing activities towards health care sectors
- 2) Order processing till the completion of service orders
- 3) Generating new prospect developing with client Pan India
- 4) Driving active awareness of the brand & marketing program Promoting preventive healthcare profile through existing client and new client
- 5) Acquire new client and educate them on company service to guide in providing the best customer experience and customer service
- 6) Coupon marketing to corporate and customer (b2b, b2c) Emailing Marketing to b2b, b2c International clients
- 7) Order Management Activities, order tracking Handle end to end order processing between customer & vendor
- 8) Order service on-time reporting
- 9) The online demonstration, Corporate Marketing, Market Research
- 10) Identify prospective client and helping them understand our service
- 11) Co-ordination with service partners to provide timely & quality service
- 12) Analyzing & preparing reports for management review periodically

- 4) **Company:-Total Cad-Soft LLP Service (Software & Management Training Sector)**

Designation: -: - Business Development Executive

Duration: - NOVEMBER /1/2014 To December/6/2016

Location: -KARNATAKA

JOB DESCRIPTION:-

- Outbound and inbound marketing, create and update the database-of customer with complete information for business
- Sending an email about training and product service, client
- Sales Co-ordination with maintaining daily reports, Customer follow-up