



**Name:**  
Jaya Gupta

**Contact no:**  
7738634282

**Email Id:**  
jayagupta4496@  
gmail.com

**Date of Birth:**  
4<sup>th</sup> 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- 31<sup>st</sup> 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

## Internships

### Address:

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

### Languages

#### Known:

English, Hindi,  
Marathi

### 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