



# Snehal Barve

Sundar Complex. Bldg No.4; Flat No. 303 Gauripada Next Gauripada Talav. Near Ayp  
snehal0796@gmail.com | 9930210367 7738333712 | DoB: 7th June 1996

Experienced operations executive with 3+ years of expertise in analytical planning, leadership, and staff management, seeking opportunities to contribute to personal and organizational growth.

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## Professional Experience

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### Peppermint Communications Pvt. Ltd.

10/22 - 05/23

#### Operations Executive Cum Client Servicing Executive

Understanding the Potential Client Base, Operations, Strategic Planning, Problem Solving, Management, Team Management, Vendor Management

- Oversaw B2B trade show operations and implementation
- Managed B2B Trade Shows, International Delegations, and Corporate Events
- Assisted in organizing Buyers & Sellers Meet for Intimate Wear Brand show
- Planned and executed South Asia's largest Intimate Trade Show, INTIMASIA, Mumbai, 2023
- Managed social media accounts for Event and Company pages (Instagram, Facebook, LinkedIn)
- Sourced and hired event vendors, coordinating with them throughout the show
- Coordinated and communicated with clients regarding event updates and show directory
- Monitored on-site branding at the event
- Recruited and trained interns and new employees, ensuring daily progress
- Organized and managed various marketing activities
- Traveled extensively with sales force to increase revenue and market share
- Achieved increased advertisement revenue through selling show directory spaces for INTIMASIA, 2023
- Managed entire show directory process from ideation to printing (Space Selling, Content Collection, Proofreading)

### INTICEDE BSD Pvt. Ltd.

10/21 - 10/22

#### Operations Executive

Operations Management, DBMS, Catalogs Development and Management, Coordination, Organisation, MIS, Teamwork,

- Manage inventory of products on a weekly, monthly, and quarterly basis
- Collaborate with suppliers, manufacturers, and buyers to execute orders effectively
- Prepare pitch presentations for buyers
- Keep clients updated on order progress, delays, and extensions
- Manage educational materials for employee training
- Monitor weekly shipments and factory samples
- General account management and factory coordination
- Coordinate with logistics team for order execution
- Liaise with factories to address production issues and seek improvements
- Recruit, train, and monitor interns and new employees
- Conduct customer surveys, analyze feedback, and implement operational improvements

**Worked As Freelance Content Writer**

01/21 - 09/21

**Product Description( Fashion And Clothing)**

Creative writing, Niche Specific, Indian Wear, Western Wear

- Conduct thorough research to produce high-quality product descriptions
- Utilize SEO techniques for enhanced online visibility
- Review, edit, and proofread content for accuracy and clarity
- Consistently meet deadlines

**Pebbles Corporate Consulting**

05/17 - 05/18

**Recruitment Executive**

Understanding Potential Clients, Full Recruitment Life Cycle, Resume Reviewing, Account Management

- Managed full recruitment life cycle for diverse roles (non-IT/ IT)
- Utilized online and offline internal databases, as well as social sites like LinkedIn, for candidate sourcing
- Conducted candidate shortlisting based on job requirements
- Oversaw resource activities
- Demonstrated strong negotiation skills with clients and candidates
- Contributed to business development efforts

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**Education**

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**NMIMS Global**

06/18 - 06/21

**PGDM- Human Resource Management, Administration & General Management - C****Wilson College**

08/14 - 05/17

**BA. Sociology - B****Elphinstone College**

07/12 - 03/14

**HSC - D+****Infant Jesus School**

06/02 - 03/12

**SSC - C**

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**Internship**

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- Operations Executive at Muskan Foundation
- Content Writer at Yatrimeal
- Operations Executive at Vajra Fitness

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**Key Skills**

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- Detail-oriented, adaptable, reliable
- Problem-solving
- Time management, communication
- Business analysis, DBMS
- Vendor inventory management
- Product planning, logistics
- ERP systems
- SCM, process optimization
- Cost management
- Microsoft Office proficiency