

# **SHWETA SURESH GAIKWAD**

Tata Nagar, Govandi (W),  
Mumbai – 400043.  
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## **OBJECTIVES**

To make a Career in Marketing where can utilize my Experience, Knowledge & Skills and work for Business Development of the Organization.

## **PERSONAL DETAILS**

➤ Father Name	:	Suresh Dnyaneshwar Gaikwad
➤ Date Of Birth	:	27 <sup>th</sup> Nov 1996
➤ Gender	:	Female
➤ Marital Status	:	Un-Married
➤ Nationality	:	Indian
➤ Religion	:	Hindu
➤ Languages Known	:	English, Marathi & Hindi
➤ Hobbies	:	Internet surfing, Travel, Music, etc.

## **EDUCATIONAL QUALIFICATION**

S.S.C Passed From Maharashtra Board in 2012 with 76.60 %  
H.S.C Passed From Maharashtra Board in 2014 with 73.08 %  
B.COM Passed From Mumbai University in 2017 with 50.00%

## **ADDITIONAL QUALIFICATION**

MS-CIT  
Advance Accounting with Tally ERP-9  
Advance Microsoft Excel



## EXPERIENCE

- BONHOMIE PLASTIC PVT LTD (2015 – 2019)**

Designation : Marketing Executive

Location : Chembur

### Job Responsibilities - Online Marketing

**Sales Process:** - Handle inquiries, Communicate with Department, Follow up with reminders or offers, collect data from suppliers, Prepare & Send quotations, etc.

**Social Media Marketing:-** Handle promotion on Facebook, Twitter, LinkedIn, Pinterest, Blogger, Alibaba.com, etc. With daily posts, Also Run YouTube Channel.

**Website Management** - Handle Backend page, Upload Products & data, etc.

**Email Marketing (MailChimp.com)** - Create & Schedule email campaigns/ Offers daily.

**Lead Generation** - Generate new customers.

**Database Management (CRM Template)** - Manage Customers data, supplier's data and other data systematically.

Support Marketing Departments in various project & Assist in Promotional activities, Work on raw images in Photoshop, Track Marketing performance, etc.

- GRASHAN TECHNOLOGIES PVT. LTD. (Oct 2019 – March 2020)**

Designation : Business Development Executive

Location : CBD Belapur

### Job Responsibilities

**Sales** - Handle Inquiries, Communicate with the Sales team & Engineers & Operation head, Follow up with Existing clients by Emails/ Chats/ Calls to bring them on track.

**Lead Generation** - Generate new clients.

Handle All Data in Ticketing Tool System, Help operating department, etc.



- **PART TIME WORK:-**

**(2018-2020)**

**Mukanda Enterprises (Chembur)** - Social Media Marketing of Gifts & Homes Products & Handle Bookings of Villa's from online portals, etc.

**Vedic IP/ Law Firm (Vashi)** - Lead Generation in Trade Marks, Copyrights, etc.

**India Seal Packaging Services (Vashi)** - Handle Indiamart account daily, Lead Generation, Communicate with seniors & Labours.

**RTI Activist - Mr. Shakil Shaikh (Mankhurd)** - Handle Social Media Platforms with daily news updates, Run YouTube channel with video editing, Website Management (WordPress), Upload data on site, etc.

### DECLARATION

I hereby to declare that information given as above is true & accurate to best of my knowledge.

Place: Mumbai

Date:

**(Shweta Suresh Gaikwad)**

