

# Swapnali Balram Jadhav

## Human resources and Marketing

### Contact

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📍 Ap-Hingangaon, Sangli 416405

### Personal Profile

DOB - 19th November 1987

Material status - married

Language - Marathi, English, Hindi

### Hard Skill

- Marketing and market concepts
- Market mapping
- Scheduling and reporting
- Lead management
- Database
- Data analysis
- Calander management
- Team building

### Soft Skill

- Observations
- communication
- Problem solving abilities
- Decision making
- management skills
- Ability to work in team
- Multi-tasking

### Education Background

- Punjab Technical University  
*MBA in Marketing and Human resource percentage - 67*  
Completed in 2012
- Shivaji University Kolhapur  
*BBA*  
*Class - distinction with 71%*  
Completed in 2009
- Shivaji University Kolhapur  
*12th*  
*percentage - 50%*  
Completed in 2006

### About Me

Experienced administrative professional with over 10 years of expertise in office management, project coordination, and team support. Skilled in streamlining operations, managing schedules, and handling various administrative tasks to improve efficiency. Proficient in office software and committed to ensuring smooth, productive work environments. Strong communicator with a focus on organization and detail-oriented problem-solving.

### Professional Experience

#### Ideal Public school (CBSE)

Role - Administration

*June 2018- February 2020*

Key responsibilities:

- Handling any parents enquiry related to admission and post-admission.
- Executing the admission process by filing forms of the students and taking fees from the parents.
- Providing regular fees report to Principal.
- Keeping track of the teachers attendance and their in and out time.
- Preparing salary sheet of the teachers and getting it approved from the Principal
- Co-ordination with the School bus drivers and avoiding delay or cancellation of vehicles on daily basis.
- Making purchase list as per the school requirements and passing it to the accountant.
- Through coordination build an image of the School in Kavathe Mahankal.

#### Quick Heal Technologies Ltd. Pune

*November 2011 - November 2017*

Role - Sr. Sales co-ordinator

Key responsibilities:

- Appointed new dealers and distributors from the market place.
- Providing regular sales report to the reporting manager.
- Educating and sharing the knowledge about companies' product line to dealers.
- Coordination with technical department for giving training to new appointed dealers and their engineers.
- Coordinating with Sales Executives for proper sales promotion or selling provided through distributors dealers, advertising and promotion campaigns.
- Proper execution of the schemes.
- Through coordination build an image of the company in the market place.
- Coordinating with sales executives who take initiative for participating in different kind of exhibitions like consumer expo ,it expo.

#### Netprotector Antivirus

*June 2009 - June 2011*

Role - Sales co-ordinator (head of department)

### Achievements

Winner of "Best Personality" Award at INC Sangli.

Winner of "Student of the Year "in extracurricular activities at College Level.