

Zainab Tarwadi

zainabnkc@gmail.com

Jankalyan Nagar, Malad W, Mumbai

8657345424 / 8928557669

www.linkedin.com/in/zainab-tarwadi-93825118b

PROFILE

A BMS Graduate keen to work for an organization which provides the opportunity to improve my skill and knowledge and allows to grow along with fulfilling organizations objective

EDUCATION

Nagindas Khandwala College | Mumbai

Bachelor's in Business Management

2018 – 2021

Bombay Suburban Grain Dealer's | Mumbai

Higher Secondary Education

2016 – 2018

EXPERIENCE

Traya Health | Goregaon, Mumbai

June 2021– Dec. 2021

Business Development Executive

- Analyzing the issue client is facing
- Call and convert the leads assigned
- Contribute to innovative ways of conversion
- Stay in touch with the prospects
- Updating and working on CRM
- Send order links to interested prospects

Veon Events | Sewri, Mumbai

Sept. 2020– Oct. 2020

Customer service executive cum Sales intern (Online internship)

- Explaining events to the clients
- Assisting them on any query
- Selling tickets for the event
- Keeping them updated with information for the event
- Promoting event Application

Emerge | Malad, Mumbai

Apr. 2018– July 2018

HR executive

- Posting job ads
- Calling and selecting the right job fit
- Maintaining employee data

ACHIEVEMENTS

- Secured first position in Kho-Kho competition
- Secured first position in School for NSO
- Participated in several drawing and handwriting competition

KEY SKILLS

- Excellent listening and comprehension skills
- Good oral and written communication skills
- Captivating presentation skills
- Excellent leadership qualities as well as team working skills

STRENGTHS

- Smart Learner
- Diligent in work
- Shrewd Risk and error Manager
- Excellent Resource Manager
- Open Minded approacher

ADDITIONAL SKILLS

Languages: English, Gujarati (Working), Hindi, Marathi (Working).

Microsoft Office: Good with Word, Excel and PowerPoint

PERSONAL INFORMATION

Date of Birth: 31st December 2000

Nationality: Indian

Recreational Activity: Experimental Cooking, Cleaning, Doing Makeup, Dancing, Singing