

NAGESH BANAIT

My Contact

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Technical Skills

- Graphic Design
- Search Engine Optimization & Tools
- Social Media Management Advertising (Facebook Ad Manager, LinkedIn Ad Manager, Quora)
- Wordpress web developer
- Email And SMS Marketing
- Google Analytics & Tools
- VBA Excel

Soft Skill

- Team Management
- Decision making
- Communication
- Multi-tasking
- Leadership Quality

Education Background

- Master of Business Administration
Finance & Marketing
SSGMCE, Shegaon
Persuing 2023
- Bachelor of Business Administration`
Finance & Marketing
SGAU, Amravati
CGPA : 8.53
2019-2022
- HSC
2017-2019 72%
- SSC
2016 63%

About Me

Seeking job opportunities in a team environment and to utilize my skills and abilities in a sector that offers professional growth and opportunities to continuously learn and develop new perspective.

Experience

Spacim | HR Co-Ordinator
Present 2023

Key responsibilities:

- End-to-end recruitment support: Job posting, screening, interviews, and coordination with hiring managers.
- Employee onboarding assistance: Offer letters, orientations, and new hire paperwork.
- Performance management aid: Reviews, goal setting, and improvement plans.
- Employee relations support: Conflict resolution and engagement initiatives.
- Collaborate on HR projects and initiatives.

Abhiraj Enterprises | Business Development Executive Intern
1 Month 2023

Key responsibilities:

- Conduct market research to identify trends and customer needs.
- Generating leads from Markets
- Assist the Sales Officer In Sales Activities
- Build and maintain client relationships to drive customer loyalty.
- Helps to prepare a new sales and marketing plan

I Creation | Graphic Designer Intern
3 Months 2019

Key responsibilities:

- Communicate with clients via WhatsApp to understand design requirements.
- Create and present design concepts and previews for client approval.
- Ensure client satisfaction and quality control.

Certification

Digital Marketing PIIDM Pune

Advanced Excel MCCE 98%

Tally Prime MKCL 96%

Projects

Case Study : SEO Audit (e-learning college)

Website : thegroowup.online

Participation

- **Sanskriti Savardhan Pratisthan (Moral Education Project) 2013-14**
- **Inspire Award District Level Exhibition (Government of India)**
- **2013 National Language Preliminary Examination 2014**

Personal Dossier

- **Full Name : Nagesh D. Banait**
- **Nationality : Indian**
- **Language Efficiency : Marathi
Hindi English**

Extra Curricular Activities

- **Student Training And Placement Coordinator for the Academic Session 2022-24 (Department of Business Administration) SSGMCE, Shegaon**