



ANUSHREE THANEDAR

Dapoli, Maharashtra

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OBJECTIVE

Highly dynamic CRM and admin executive, expertise in formal, strategic and customer communications and well versed in English language. A result driven pedagogue and an avid listener, who never ceases to obtain knowledge and ideas for better outcomes. Formal specialization in Biotechnology, also interested in project and general management.

EXPERIENCE

Pprom constructions

CRM and Admin executive | march2020 – July 2022

- Designing and drafting of all formal, cold and pre and post customer relationship emails.
- Scheduling and tracking of developmental stages of all the bungalows.
- Managing and handling complicated RERA worksheets as well as on the website.
- Handling of administrative responsibilities.
- Managing of HR activities for site office.
- Proactively researched and assisted in established for in-house nursery for the PROJECT- KUTUMB, Dapoli.

Jai Maa Sharma English medium school, Prayagraj Jan 2014- August 2015

- Admin executive
- Managed the office administration.
- Designing of curriculum and assistance in English language teaching.

EDUCATION

7.8Gpa in B.sc biotechnology.

SKILLS

- Communications- wrote customer focused templates not just for company but also sister firm.
- Trouble shooting- anticipated Customer needs and lead to the solutions
- Data analysis- Helped marketing sales team by pulling CRM data to notice trends and lead generation.
- Computer skills- proficient in M.S. office, excel, ppt. Presentation and word.
- Research abilities- researched for new innovative ideas and products for the company.
- HR skills- managed HR activities for site office team members.