

Resume

Mrs. Gauri Chetan Joisher

Flat No- 2007B, Diamond Isle 1, Royal
Palms Society, Goregaon East
Mumbai 400065.

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Objective : To secure a respectable position and use my complete potential for the growth of the organization.

Work Experience:

I – Current Employer : M/s Saras Webtech
Company Profile : It is one of the reputed company in the field of Website Development and Hosting.
The product category of the company ranges from Logo Designing, Website Designing & Development, e – commerce Development, Portals Development. Hosting & Domain Booking etc.
Location : Belapur- Navi Mumbai
Job Title : Sales Coordinator

Job Profile:

- Empanel New / Interested Client Prospects.
- Maintaining relationships with existing Clients
- Take requirement from inactive clients.
- Research on the current market analysis and Tap new clients through varied sources.
- Ability to discuss strategic and sensitive issues
- Understands clients' needs
- Maintain the Business Development databases

II – Previous Employer :M/s Jasmine Art Printers Pvt. Ltd.

Company Profile : It is one of the reputed company in the field of Printing and Packaging.
The product category of the company ranges from leaflets, pharma cartons, gift box etc in packaging and in commercial it prints books, magazines etc.

Location : Khairane MIDC- Navi Mumbai

Job Title : Sales Coordinator

Job Profile:

- To receive the artwork from client through e-mail, hard copy, in CD or pendrive.
- To prepare the artwork of jobs
- Send the file directly to clients for approval.
- Make the correction in artwork as per the client requirement

III – Previous Employer: : FANM Property Service.

Company Profile : It is one of the reputed company in the field of Real Estate FANM is Known for Having "Bulk Buying Power" Which Helps "Negotiate with Developers on Behalf of Customers". That's how FANM ensures to give you the lowest rate in the market and also awarded as the "Leading Property Advisor" for 2017-18.

Location : Vashi- Navi Mumbai

Job Profile : Sr. Pre Sales Executive

Job Description:

- Attend telephonic inquiries pertaining to the projects.
- Making outbound calls in accordance with the leads provided in ERP system.
- Give details about the projects for online enquiry and convert them to Site Visit.
- Responsible for listing and selling flats.
- Updated clients about loan companies with good rates.
- Following-up with the clients until the leads get closed.
- Generating site visits.

Educational Details :

Exam Passed	Board/University	Year of Passing	Percentage
S.S.C.	Mumbai Board	June 2009	65%
Diploma in Computer Engineering	Mumbai Board	June 2013	76%

Computer Literacy :

- Coral Draw, Photoshop, In-Design, Illustrator.
- MS-Word, MS-Excel, MS-PowerPoint, Internet.
- Typing- Marathi, Hindi & English.

Personal Details :

Name : Gauri Joisher
Date of Birth : 28th Sep. 1993
Gender : Female
Nationality : Indian
Marital Status : Married
Language Known : Marathi, English, Hindi, Gujrathi.
Permanent address : Flat No- 504, B- Wing, Koldongri CHS
Chakala, Andheri, Mumbai.
Hobbies : Reading, Dance, Cooking.

I acknowledge here that the information provided above is the correct information as per the best of my knowledge.

Signature

(Gauri Joisher)