

RESUME

Shefali Nigudkar

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Address: - Madhoor Mangal,
Avenue- Phase- II,
Behind Vanvihar Colony,
Mahatma Nagar,
Nashik-422007

Career Objective:

Contributing to achievement of Organizational goals by utilizing academic knowledge and best of the professional experience gained during the years for Organizational success and self-overall growth. Willing to work as a key player in a challenging and creative environment.

Personal Skills:

Confident, sincere, practical with good co-ordination Skill, inclination towards successfully working as team and quick adaptability to changing environment. Flare to learn new things.

Academic Details:

Exam	Bord/University	Year of Passing	% of Marks
M.Sc (Biotechnology)	Shree University	2004	63%
B.Sc (Environmental Science)	Jiwaji University	2002	63%
H.S.C (Science)	MP Board	1999	55%
S.S.C	MP Board	1997	54%

Work Experience:

Current Job Profile:-

Company Name: - "Teknocrat's Academy of Automation and Control Technology" (TAACT)

Company Profile: - Teknocrat's Academy of Automation and Control Technology (TAACT) is a member of Technocrat's group of industries which works in the field of industrial automation since 1993.

Designation: - . Sr.Sales Executive

Duration: - 4th Oct 2015 to Till now

Job Responsibilities: - Handling Marketing & sales activities in Taact (Telecalling, Counseling, Admissions and after sales) Taking follow-ups doing Sales and After Sales Service.

Interacting & Coordinating with Various Manufacturing Companies in Nasik for their manpower requirements, Interview coordination on behalf of various recruiters with our Job seeking candidates. Following up for finalization and feedback from Candidate and recruiters.

Company Name: - "ICFAI Business School "

Company Profile: - .Top B School, provide management Programme.

Designation: - . Executive - Business Development

Duration: - 14th Feb 2013 to 30th Aug 2015

Job Responsibilities: - Handling Marketing & sales activities. Responsible for Arranging seminars, presentation in Corporate, Educational institution, Colleges, Coaching classes. Arranging Workshops in

various colleges & coaching classes. Providing information about the IBS. Taking follow-ups doing Sales and After Sales Service.

PRIVIOUS JOBS

Company Name: - "INDIAN MANAGEMENT INSTITUTE "

Company Profile: - Indian Management Institute is an India's 1st online education institute. Where management courses are provided.

Designation : - Admission Manager.

Duration: - 21st March 2011 to 20th Jan 2013

Job Responsibilities: - Giving Presentations at various Banks, Small Industries, corporate offices and different NGOs to the working professionals for their better prospects. Guiding the working professionals for form filling to admission. Handling examination departments. Handling the team of 3 to 5 telesales.

Company Name: - "IT Source India Tech. Pvt. Ltd "

Company Profile:-

Designation : - Central coordinator & Counselor

Duration: - 07 Jan 2009 TO 30 Oct 2010

Responsibilities: - Calling to the student & giving them information about the institute & the Programs. Handling all the responsibilities related to enquiry as an enrollment, Documentation etc. Introducing IT Source to people by telecalling & referencing. Counseling and solving the queries of the candidate with related program

Company Name: - ""NEM Institute"

Company Profile:- NEM (National education Management) is a distance learning institute having many branches across India. They have programs in Management & Engineering in fast track.

Designation: - Counselor.

Duration: - 22nd Jan 2008 to 26th Dec 2009

Responsibilities: - Introducing NEM to people by telecalling & referencing. Counseling and solving the queries of the candidate with related program

Company Name: - Palnitkar & Patwardhan Chartered Accountant Firm.

Company Profile:-

Designation: - Administrator

Duration: - Nov 2006 to Dec 2007

PROJECT WORK

Title: Expression, Purification, Characterization and Stability of IgG Specific Recombinant Dengue Multi Epitope Protein

Organization. Defense Research & Development Establishment.

Other Qualification

Computer Course : MS-CIT with 80%
(Complete MS OFFICE excel and Internet)

Personal Profile:

Name : Shefali S Nigudkar
Date of Birth : 07th July 1982
Gender : Female
Marital Status : Married
Contact No. : 9922203888
Permanent Address : Madhoor Mangal Avenue Phase-II
Near Vanvihar colony,
Mahatma Nagar, Nasik-422 007

Date:

Place:

Shefali Nigudkar