



Mrunali Pramod Pawar

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Dubai, UAE



A budding, self-motivated person who is passionate about learning and is quick and eager to progress. Am best at following written and verbal instructions and can be trusted to work with minimal supervision. A good communicator with staff and clients alike, with a polite and friendly manner. Aspiring to take the next step on the career ladder.

WORK EXPERIENCE

❖ Presales Marketing (Sales Manager)

Man Infratech Construction LTD, Mumbai, India

September 2018 – November 2020

- Responsible for End to End process of presales
- Responsible for Partners relationship Management
- Handling Gifts and cheques of clients as well as channel partners
- Handling clients
- Responsible for outbound and Inbound callings
- Lead Generation
- Assisting schedule meets with clients
- Maintaining data Trackers
- Handling loan approvals
- Responsible for registration and final pay

❖ Presales Marketing (PRM)

Marathon Real Estate Company, Panvel, Navi Mumbai, India

April 2017 - Sept 2018

- Responsible for End to End process of presales
- Responsible for outbound and Inbound callings
- Lead Generation
- Schedule meets with clients
- Maintaining data Trackers
- Handling loan approvals
- Responsible for registration and final pay

❖ Telecaller

Edelweiss Company Pvt Ltd, Mumbai, India

February 2017 - March 2017

Telecaller Responsibilities:

- Studying the details of each offering and remaining abreast of updates to these offerings.
- Obtaining and updating lists of individuals' contact details.
- Calling active and budding clients to encourage the purchase of items.
- Addressing clients' uncertainties, grievances, and suggestions on time.
- Communicating verbal acceptances of offers to our Sales team for closing.

- Recording all successful and unsuccessful attempts to close sales.
Conducting each of your functions with the utmost respect, regardless of others' dispositions.

❖ Customer Service representative (CRM)
HNTFX Forex Trading Company LTD,Dubai, UAE
February 2021 - June 2021

- initiate contact with lead that have expressed interest in trading forex , stocks and futures using brokerage service
- keep a connect with prospective clients over phone , emails , video conferencing and meetings to build rapport Encourage them to invest money
- Accurately And effectively articulate brand value and product knowledge
- efficiently and accurately manage CRM data and sales pipeline .
- Answer phones And email route calls to specific peoples
- Answer inquires about company schedule meetings and conference call Arrange appointments
- update appointment calendar
- schedule follow up appointments
- coordinate mail flow coordinate office activities



EDUCATION

- Bachelor of Science in Information Technology, Mumbai University, India
- Secondary School Certificate, Maharashtra State Board, India



PERSONAL DETAILS

- Gender : Female
- Marital Status : Single
- Date of Birth : 30st December, 1996
- Languages : English, Hindi & Marathi
- Passport Number : S 2775681



SKILLS

- ☐ Self-Motivation
- ☐ MS OFFICE
- ☐ MS Excel All microsoft application
- ☐ Commitment
- ☐ Dedication
- ☐ Coordination
- ☐ Negotiation
- ☐ Adaptability

I hereby declare that the above information is true and correct to the best of my knowledge.