

RESUME

Objective

Looking towards a challenging future in a growth oriented and a reputed organization, this will not only utilize the achieved qualifications but also develop, enrich and broaden the perspective to gain a fulfilling experience.

Personal Details

Name : Dhara Mishra (Diana Fernandes)
Husband's Name : Prashant Mishra
Date of Birth : 12th July 1991
Permanent Address : 603,Building no 2,B Wing,Silicon Park,Jankalyan
Nagar,Malad West,Mumbai 400095
Mobile No. : 7506197746
Email Address : dianafernandes80@yahoo.com
Marital Status : Married
Language's known : English, Hindi, Marathi and Konkani.
Passport Number : J 8 8 4 8 4 5 6

Examination	School/College	Broad/University	Year of Passing	% of Marks
B. Com.	University of Mumbai	Mumbai University	2012	52.00 %
H.S.C.	Vivek College	Maharashtra University	2009	72.00 %
S.S.C.	Carmel of st Joseph School	Maharashtra University	2007	70.15 %

Cont.

Additional Qualification

Basic in Computer.

Microsoft Excel and Word

Airport Ground Handling service from Livewell Aviation Service, Mumbai.

Professional Experience

Worked with **Gigil Resources Pvt Ltd** as **Manager-Business Development** from January 2019 to June 2019.

- Creating Leads for empanelment process.

- Meeting clients for empanelment.

- Handling Business Development for new and existing clients.

- Follow up with clients from agreement till payment against invoice.

Worked with **Orange Umbrella** as **Manager-Business Development** from January 2018 till December 2018.

- Generating leads through LinkedIn, Portals, cold calling.

- Handling all the empanelment process with new clients.

- Co-ordination with the client and the recruitment team.

Worked with **ERP Corporation Pvt Ltd** as **Manager-New Business Acquisition** from June 2016 to December 2017.

- Handling Business Development of new and existing clients

- Creating leads through LinkedIn, cold calling.

- Meeting clients and empanel for Recruitment services

- Cross Selling of Payroll Software.

Worked with **Jet Airways** as **Flight Attendant** from September 2013 to December 2016.

- Assisting Passengers during the flight, Safety, Security and Emergency Procedures.

- Service during Flight, First Aid.

Worked with **Mahindra and Mahindra Financial Services Ltd** as **Customer Service Executive** from May 2012 to May 2013. (Fixed Deposit and Mutual Fund)

- Assisting HOD in day to day activity.

- Co-ordination with Marketing, Sales and Customer Service team.

- Managing Mails.

- Generating leads and report to HOD on daily basis.

Strengths

Disciplined, dedicated and committed with an ability to easily adapt to changing work environment and technology. Achievement oriented with excellent people Management skills, Hard worker, Team facilitator and Strong communication, Interpersonal, Learning and Organizational.

Place : - Mumbai

Signature : - Dhara Mishra (Diana Fernandes)