

ROLL NUMBER: P25700063**Poonam Purshottam Kanade**

Female

DOB

07-Apr-1995

TECHNICAL SKILLS

- AutoCAD
- MS Office
- SAP PP

PERMANENT ADDRESS4,37 DEEPAK APPARTMENT 75/D
TARDEO ROAD MUMBAI 400034

City: Mumbai City

State: Maharashtra

Pincode: 400034

LANGUAGE

- ENGLISH
- MARATHI(MT)
- HINDI

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ACM	NICMAR University, Pune	8.97	2027
Graduation	VIDYAVARDHINIS COLLEGE OF ENGINEERING AND TECHNOLOGY	65.05	2018-Jul
Diploma	GOVERNMENT POLYTECHNIC MUMBAI	72.69	2014-Jan
High School	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION	73.4	2010-Mar

WORK EXPERIENCE (5 Years 8 Months)**MCON RASAYAN PVT LTD**

28-Aug-2019 - 02-Jan-2023

3 Years, 4 Months, 5 Days**PROFILE: ASSISTANT TECHNICAL MANAGER**

- Effectively solve customer queries as and when required related to product as well as technical.
- Visit site for explaining the product usage to client's staff such as engineers, consultants, contractors, and workers on site.
- Practical demonstration of products to customers as and when required.
- Technical training sessions to clients online and on site as and when required.
- Technical training for internal teammates.
- Testing of products as and when required.
- Conducting shop meets for marketing of products.
- Visit sites for customer complaints, solve their queries, and guide them.
- Inspection/ survey for site and suggesting best suitable solution to carry out the work ahead.

NEURAL SECURE SERVICES PVT LTD

02-Feb-2023 - 30-May-2025

2 Years, 3 Months, 28 Days**PROFILE: ACCOUNT MANAGER SPECIAL ACCOUNTS**

- Define project scope, goals, and deliverables that align with company objectives.
- Develop detailed project plans, schedules, and budgets.
- Coordinate internal resources and third parties/vendors for flawless execution.
- Monitor and track project progress, adjusting plans as necessary.
- Identify and mitigate potential risks and issues.
- Ensure timely delivery of projects within scope and budget.
- Lead project meetings and maintain effective communication with stakeholders.
- Maintain documentation for all project phases.
- Ensure quality assurance standards and compliance are met.
- Identify and generate new business opportunities through networking, cold calling, and market research.
- Develop and maintain strong relationships with existing and prospective clients.
- Prepare and deliver compelling business proposals and presentations.
- Negotiate contracts and close agreements to maximize profits.
- Collaborate with marketing and sales teams to develop strategies for lead generation.
- Attend industry events, conferences, and client meetings to promote the company

ACHIEVEMENT DETAIL

SUCCESSFULLY PARTICIPATED AND WON SECOND PRIZE IN SATE LEVEL PAPER PRESENTATION IN DIPLOMA HELD AT GOVERNMENT POLYTECHNIC KHOPOLI.