

ROLL NUMBER: P25700063


**Ms. Poonam Purshottam
Kanade**
Female

DOB

07-Apr-1995

TECHNICAL SKILLS

- AutoCAD
- MS Office
- SAP PP

PERMANENT ADDRESS

4,37 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
B.E. <i>Civil Engineering</i>	MUMBAI UNIVERCITY	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

TOTAL WORK EXPERIENCE: 51 month(s)
MCON RASAYAN PVT LTD

01-Jan-2021 - 02-Jan-2023

2 Years, 0 Months, 1 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

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 8 Weeks)
Archcon Structural Pvt Ltd

11-May-2026 - 10-Jul-2026

8 Weeks
PROFILE: Business Development Intern

- * Conducted market research and identified potential business opportunities.
- * Generated and qualified leads from prospective clients.
- * Communicated with clients to understand project requirements.

- * Managed client follow-ups and enquiry status.
- * Mapped client requirements with Archcon's service offerings.
- * Researched company projects and potential business opportunities.
- * Conducted competitor and market analysis.
- * Maintained lead, client and project-related records.
- * Coordinated with technical and project teams.
- * Identified cross-selling opportunities across multiple services.
- * Assisted in business-development reporting and documentation.
- * Identified scope for digitalisation of lead and project tracking.