

CURRICULUM VITAE

Name: Padma Pankaj Barapatre

Photo:

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Career Objective:

To succeed in an environment of growth and excellence and earn a job that provides me with job satisfaction and self-development.

Academics:

Qualification	Name of Examination	Year of Passing	Board / Univ.
Graduation	B.E. (Information Technology)	2016	Nagpur University

Professional Experience:

➤ **Business Development Executive**

Ankit Pulps and Boards Pvt. Ltd. – Nagpur, Maharashtra.

April 2023 to Till Date

- Becoming familiar with the company's products and services.
- Maintaining relationships with existing clients and identifying new business opportunities.
- Daily Calls, email, and internet contact to build and maintain strong connections with new and existing Clients.
- Search for websites with the proper contact to LinkedIn, Signal Hire, Apollo.io, Zoom Info, Contact Out, Rocket Reach, Easyleadz, etc.
- Negotiating with clients to secure deals at attractive prices.
- Maintained accurate records of sales activities, customer interactions, Quotations, and pipeline management using CRM software.
- Follow-up for client on overdue payment via email, phone.
- Responsibility from processing the order to dispatching the materials.
- sending samples to the customer for evaluation purposes, and solving customer queries for the related vendors' KYC Form.
- Meet sales targets and KPIs on a weekly and monthly basis.

➤ **Jr.Business Development associate**

MasterSoft ERP Solution – Nagpur, Maharashtra.

June 2021 to Dec 2023.

- Becoming familiar with the company's products and services.
- Maintaining relationships with existing clients.
- Identifying the new business opportunity.
- Daily calls and Emails to colleges, universities, schools, and society regarding software requirements.
- Scheduling the demo and meetings.
- daily work on data mining to find the proper contact and connect to the concerned person.
- Search the contacts from websites, LinkedIn, Lusha, Rocket Reach, Signal Hire, Zoom Info, Apollo.io and contact out.
- Provide the manager and team lead with the reporting each day from Zoom meeting teams and Google Meet.

➤ **Admin Executive**

Aditya Infotech – Nagpur, Maharashtra.

Sept 2018 to Dec 2019.

- Add Posting on Naukri Portal, old, quicker, placementindia & indeed also, searching resumes, Cold calling, lined up the candidates & preliminary interview.
- Prepare salary sheet.
- Responsible for induction of new joiners, personal file creation, time office Management, Documentation & filling. Daily update working report.
- Follow up with students about admission regarding student visa and session.
- Prepare Articles about different topics and post those on different websites.

Customer Care Executive and Team Lead

Naticon Research Lab Pvt. Ltd. – Nagpur, Maharashtra

July 2016 to July 2018.

- Handling Pharma ERP like Health, Stock, Sales, Reports, Etc.
- Daily solving issues of sales teams if they are facing on reporting ERP.
- Arranging Daily visits for MR and training new MR on how to Deliver Training & introduce themselves in front of doctors.
- Making statements in software and maintaining cash records, expenses, and preparing a salary sheet on Payroll ERP.
- Daily Coordination with the Sales Team & Daily Reporting To Management.

Application:

I can work on applications like Microsoft Word, Microsoft PowerPoint, Microsoft Excel, CRM, ERP, Outlook, Superset, Tally, and spreadsheets.

Personal Details:

Husband Name: Pankaj Barapatre.

Status marital: Married.

Date of Birth: 4 July 1995.

Location: Nagpur.

Signature:-

Date:-