



201 Creado Apartments,
Juhu Church Raod,
Juhu, Mumbai- 400049 India
P : +91 8898080904
E : hr6@falconmsl.com
W : www.falconjobs.net

FALCON ID # 22494

IT / It - Sales Executive

Residential Country : India Nationality : India
Resume Title : Sales Executive Notice Period : 30 Days

EDUCATION

Qualification	Institute / College /University	Year	Country
Mms	Mumbai University	0000	India

CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year
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ADDITIONAL CERTIFICATE AND TECHNICAL QUALIFICATION

Name Of The Course	Course Date	Valid Upto	Name Of Organisation
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Current Salary (Monthly In Usd): Not Mention Expected Salary (Monthly In Usd): Not Mention

Additional Skills :

Pursuing M.M.S (Human Resource) from Mumbai Institute of Management and Research, Mumbai University

- Acquired knowledge on various aspects of Recruitment & Selection at summer internship with Mahindra Insurance Brokers LTD,
- An effective key player in challenging & creative environments with excellent capacity to adapt to new technologies & skills.
- Well versed with Microsoft Office, Word, PowerPoint and Excel
- Capable of Recruiting, Training & Development, Performance Appraisal, Payroll, and Compensation Benefits.
- Interested in HR Generalist, HR Recruiter, HR Administration, Training Development

Summer Internship:

Have worked on various aspects of Recruitment & Selection at Mahindra Insurance Brokers LTD

Winter Internship : "SALES EXECUTIVE" in BAJAJ FINSERV LENDING, Mumbai
Have worked on Telemarketing with Vodafone & Airtel

Additional Information :

Manage employee life cycle

- Pre-joining formalities
- Recruitment process for the company
- Generating appointment / confirmation / transfer letter
- Managing manpower data in HR system
- Analyzing Training needs for employees
- Performance Appraisal
- Providing proper compensation to employees
- Exit process and F&F Settlement
- MIS
- Presentations

Degree/Examination Year Class Institute/Board

M.M.S. (Master of Management Studies) in Human Resource (Pursuing) May 2014
Appeared Mumbai University

B.M.S. (Bachelor of Management Studies) in FINANCE/Retail June 2012 First Class
Mumbai University

H.S.C (Higher secondary certificate) in Commerce June 2009 First Class Mumbai University

S.S.C (Secondary School Certificate) MAR 2007 First Class Mumbai University

- MS-OFFICE, COMPUTER OPERATOR. WINDOWS 2008
- Having typing speed of 30 w.p.m.
- Have pass MS-CIT with 74 percent marks.
- Participated in High Performance Leadership Conclave 2012 (Oriental College of Management Studies)

Will Be Provided as and When Required