



Amrita Bamane

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ABOUT ME

I am a management professional with a fresh zeal to take on challenging responsibilities. An effective communicator with excellent relationship building & interpersonal skills. Posses a flexible & detail oriented attitude. Cohesive team player with fast learning Curve and strong analytical problems solving, communication & interpersonal skills. Excellent communicator with the Ability to relate to people across all levels.

WORK EXPERIENCE

Sales and Operations Head *Cadence Academy* [Current]

City: Mumbai

Country: India

- Assess the strengths and weaknesses of the sales team and manage the sale program accordingly.
- Provide on-the-ground support for sales associates as they generate leads and close new deals.
- Counselling parents and students for academic studies and guiding them for admission.
- Meet with customers to discuss their evolving needs and to assess the quality of our service.
- Develop and implement new sales initiatives, strategies and programs
- Provide daily report of field sales success and communicate VOC data to superiors.
- To ensure that the sales training department successfully onboards salespeople and to develop and administer all necessary training.
- Managing a departmental sub-functional within a broader departmental Functions
- Creating functional strategies and specific objectives for the sub-function and developing budgets/policies/procedures to support the functional infrastructure.

Senior Assistant Manager *Jubilant Food Works Pvt Ltd (Domino's)* [Nov 2019 – Feb 2020]

City: Bangalore

Country: India

- I was in charge of interviewing and hiring all employees in my particular store.
- Managing organisational sales by developing a business plan that covers sales, revenue and expense Control.
- Tracking sales goals and reporting results as necessary.
- Overseeing the activities and performance of the sales team.
- Responsible for inventories, stock and all store operations.

Marketing manager *Headsail Media Services Pvt Ltd* [Mar 2018 – Jun 2019]

City: Mumbai

Country: India

- Intimate understanding of traditional and emerging marketing channels.
- Budget-management skills and proficiency.
- Professional judgment and discretion that comes from years of experience in the field.
- Analytical skills to forecast and identify trends and challenges.
- Familiarity with the latest trends, technologies and methodologies in graphic design, web design, production, etc.

Sales Supervisor

Eastin Hotel [Oct 2017 – Jan 2018]

City: Selangor

Country: Malaysia

- To guide and motivate the sales team, which included sales representatives, sales agents and cashiers.
- When the sales team is not meeting their sales targets, implements appropriate strategies to improve sales.

Network Director

Unicity International [Dec 2015 – Jun 2017]

City: Mumbai

Country: India

- Network Operations Director is responsible for the overall performance and availability of network.
- Analyses network and recommends upgrades/changes; assesses organization's current and future network needs.
- Typically reports to top management.
- The Network Operations Director manages a departmental sub-function within a broader departmental function.
- Creates functional strategies and specific objectives for the sub-function and develops budgets/policies/procedures to support the functional infrastructure.
- Deep knowledge of the managed sub-function and solid knowledge of the overall departmental function.

Insurance Manager

Pnb Metlife Pvt Ltd [Jul 2014 – Nov 2015]

City: Mumbai

Country: India

- Manage operations and productivity at an insurance company.
- Create and modify procedures and documents related to policies.
- Assist in claims management.
- Identify and analyse risks associated with policies.
- Achieve target budgets.
- Minimise risk of financial loss.
- Obtain and oversee company insurance or related funds that management uses to cover costs such as disability benefits or lawsuits.
- Manage insurance data for reports.
- Analyse statistical data, such as mortality, accident, sickness, disability, and retirement rates and construct probability tables to forecast risk and liability for payment of future benefits.
- Determine premium rates.
- Ascertain cash reserves necessary to ensure payment of future benefits.

Insurance Manager

Pnb Metlife Pvt Ltd [Nov 2003 – Mar 2014]

City: Mumbai

Country: India

- Talking to clients to determine their expenses, income, insurance coverage, financial objectives, tax status, risk tolerance, or other information needed to develop a financial plan.
- Answering client questions about financial plans and strategies and giving financial advice.
- Advising strategies for clients in insurance coverage, investment planning, cash management and other areas to help them reach financial objectives.
- Reviewing client accounts and plans on a regular basis to understand if life or economic changes, situational concerns, or financial performance necessitate changes in their plan.
- Analysing financial data received from clients to develop strategies for meeting clients' financial goals.
- Preparing or interpreting financial document summaries, investment performance reports and income projections for clients.
- Implementing financial plans or referring clients to professionals who can help them.
- Managing and updating client portfolios.
- Contacting clients regularly to discover changes in their financial status.
- Building and maintaining your client base.

EDUCATION AND TRAINING

Higher Secondary Education

City: Mumbai

Country: India

Bachelor in Art

City: Mumbai

Country: India

Diploma in Counselling and Guidance Psychology

City: Mumbai

Country: India

Diploma in computer course from ITES mumbai : Windows , Ms excel , Office and Powerpoint.

Training on combination of Health, Nutrition, Effective Customer management and Business Development.

Certificate in training the sales team.

Certificate for Human Resource management.

LANGUAGE SKILLS

Mother tongue(s): **Marathi**

Other language(s):

Hindi

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office / Microsoft Word / Microsoft Powerpoint

EXTRACURRICULAR ACTIVITIES

Participated in the National Cadet corps for rifle shooting.

Volunteered in Health camp for Polio drops.

Participated in basic leadership camp for health in Nashik.

Participated in the National Volleyball Tournament.

STRENGTHS

Ability to lead a group and work in a group .

Ability to handle entire sales project .

Adaptability and good convincing skills.