

# Pooja Teli

Nimbahera,Chittorgarh | +91 7014513481

poojabanvar42@gmail.com | <https://www.linkedin.com/in/pooja-banvar-144664193>

## OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## EXPERIENCE

### Digital Marketing Executive

March 2023-Present

Sudarshan Minerals & Industries (Sudarshan Group), Udaipur

- Handling social media, Social media marketing, Content marketing)
- Handling India mart, Exporters India etc accounts.
- Effectively communication with stakeholders & clients.
- Creating posts ( Graphic designing)
- Recruiting

### Digital Marketing Executive

Jan 2022 – Feb 2023

ELITE INFORMATICS, Udaipur

- ( Social media marketing, Video Editing, Social media optimization, content marketing etc.)
- Creating content & making post & videos for Youtube, Facebook, Instagram,Pintrest etc.
- Oversaw preparation of marketing copy, images, videos, emails, and others collateral.
- Met deadlines,Exceeding expectations.

### HR RECRUITER INTERN

Apr 2021 - Sep 2021

RMW INDIA Pvt Ltd., Delhi

- Manage all the recruitment part of the company.
- Sourcing Profiles from Job portals-Naukari, Linkedin, shine etc.
- Screening profiles, taking interviews, and sheduling there interviews with the end party.
- Maintaining Data.

### Branch relationship Executive

Sep 2020 - Feb 2021

SBI CARD PVT LTD, Chittorgarh

- Gathered customer information and maintained in CRM database.
- Contacted prospective customers to present service options and explain details.
- Generated leads from customers referrals.
- Day to day calling to the customers.
- Prepared related documentations according to strict standards.

## EDUCATION

### Master of commerce (M.COM)

Jun 2022

*Mohanlal Sukhadia University*

### Master of Business Administration (MBA) (HR & MARKETING)

Jun 2021

*Rajasthan Technical University ,KOTA, KOTA*

### Bachelors of Business Administration (BBA)

Jun 2019

*Mohanlal Sukhadia University*

### High Secondary Education

Jun 2016

**Secondary Education**

Jun 2014

Rajasthan board of secondary Education

**SKILLS**

- Fast learner
- Problem solving
- Adaptability
- self motivation
- Team player
- Leadership
- Ms Excel
- Ms powerpoint
- Tally ERP9
- Ms word
- Google sheet
- CRM
- Adobe Photoshop
- Wonder share filmora 9
- Communication
- Empathy

**HONORS & AWARDS**

**1st Position in collage Ssports week** 2019

**1st Prize in DISTRICT LEVEL DEBATE COMPITION** 2016

**VOLUNTEER**

**VOLUNTEER IN Exhibition** Jan 2017 - Jul 2019  
*ISRO*

**NSS VOLUNTEER** Jan 2015 - Present  
*NATIONAL SERVICE SCHEME (NSS)*

**LANGUAGES**

- HINDI
- ENGLISH
- RAJASTHANI

**INTREST**

- DRAWING
- READING
- PLAYING
- LISTENING SONGS,ETC