

## RESUME

**KAVITA PATIL**

**Mobile:** 9890173225 ~ **E-Mail:** madhumati\_2009@yahoo.co.in

### CAREER OBJECTIVE

To effectively utilize my experience, expertise, and skills to make an impactful contribution to the company I work with to achieve desired and meaningful growth rate and to help achieve its vision and mission.

### PROFILE SUMMARY

A result oriented professional and a team player with organizational, analytical and good communication skills with cumulative experience of more than 20 years in multi-industry and multi-functional areas.

### CORE COMPETENCIES

Managing a high performing Profit Centre  
Leading, rallying and building a core team to achieve  
desired results Excellent customer relationship  
management skills

### ORGANISATIONAL EXPERIENCE

**April'24- Till Mar'25: Career Launcher(Science Parivar Classes) As a Center Manager**

#### Key Result Areas

- Taking care of entire center admin, sales, Marketing, Pre and Post sales functioning.
- Attending to admission enquiries and organizing counselling sessions for parents and prospective students and PTM for existing students.
- Working on CRM system.
- Preparing various MIS reports on daily, weekly and monthly basis.
- Helping and guiding business development and marketing activities.
- Co-ordination with H.O. regarding admission and administrative function.
- Working on tie-ups and partnerships with high potential institutes through personal interactions and multiple engagement activities.
- Organizing School/College campus counselling, workshops and seminars.

**Aug'23- Till Oct'23: Jetking Infotrain Ltd.As a Center Manager**

#### Key Result Areas

- Leads the development of center initiatives, and improvements for effective delivery of center programs and services.
- Drives the development of procedures, standards, and risk management frameworks to ensure quality teaching, curriculum development and student well-being.
- Attending to admission enquiries and organizing counselling sessions for parents and prospective students.
- Working on CRM system.
- Preparing various MIS reports on daily, weekly and monthly basis.
- Helping and guiding business development and marketing activities.
- Co-ordination with H.O. regarding admission and administrative function.
- Working on tie-ups and partnerships with high potential institutes through personal interactions and multiple engagement activities.
- Organizing School/College campus counselling, workshops and seminars.

**Mar'20- Till July'23:** **Completed P.G.Diploma in Data Science and Foreign Language Course and working as a Freelancer with a Mutual Fund Advisory Firm.**

**Oct'19- Till Mar'20:** **Sun Pharma Ltd. As an Associate**

**Key Result Areas**

- Administrative support to Quality Team (VPs, AVPs and Global Head)
- To book tickets and claim reimbursements in Concur system.
- Travel arrangement and claim reimbursement to Quality Team
- Maintain the whistle blower file by filing the documents in the file.
- Allot GMP statement numbers to Quality Audit Team.

**Apr'16- Till Sep'17:** **Yukti Educational Services Pvt. Ltd. As Center Manager**

**Key Result Areas**

- Focusing and achieving sales and profit target on monthly and quarterly basis.
- Recruiting and managing team of tele callers for lead generation.
- Attending to admission enquiries and organising counselling sessions for parents and prospective students.
- Tracking and monitoring student performance and teaching quality through regular feedback.
- Preparing various MIS reports on daily, weekly and monthly basis.
- Helping and guiding business development and marketing activities.
- Co-ordination with H.O. regarding admission and administrative function.
- Working on tie-ups and partnerships with high potential institutes through personal interactions and multiple engagement activities.
- Organising School/College campus counselling and aptitude tests.
- Done tie-ups with two top most classes in Vasai-Virar region and started four batches over there.
- Having experience of handling three branches at a time.

**Apr'15-Till Jan'16:** **Lipap Systems Pvt. Ltd. As Sales Coordinator**

**Key Result Areas**

- Identifying and generating new customers and giving office support to marketing team
- Coordinating with dispatch team to send the samples to the new clients
- Following up with existing and new client to tap potential business opportunity and new orders
- Preparing Quotations and making regular follow up
- Preparing regular MIS reports and maintaining all client records
- List Clearing and Database Update
- Develop and manage relationships with large corporates.

**Jun'12- Mar'15:** **Yukti Educational Services Pvt. Ltd. As Center Manager**

**Key Result Areas**

- Handling walk-in, telephonic and email enquiries & converting them to enrolments
- Focusing and achieving sales and profit target on monthly, quarterly, annual basis.
- Ensuring adequate batch size is achieved and meeting deadlines of starting a batch
- Recruiting and managing team of tele callers for lead generation.
- Attending to admission enquiries and organising counselling sessions for parents and prospective students.
- Tracking and monitoring student performance and teaching quality through regular feedback.
- Preparing various MIS reports on daily, weekly and monthly basis.
- Helping and guiding business development and marketing activities.
- Co-ordination with H.O. regarding admission and administrative function.
- Working on tie-ups and partnerships.
- Organising School/College campus counselling.

- Streamlining data, updating records, and maintaining reports.

#### PREVIOUS EXPERIENCE

Sep'08- Apr'12: Birla Sun Life Insurance Ltd. As Sales Manager  
May'02-Aug'08: HDFC Express Loan Center as a Telemarketing Manager

#### Educational Qualification

2002 BSc in Zoology, Mumbai University, Mumbai.  
2003 Certificate in MDIPSM, Infotech Computer Education, Mumbai.  
2012 MBA(HR), IGNOU, Delhi.  
2019 M.Sc., Mumbai University, Mumbai.  
2020 P.G. Diploma in Data Science and Analytics, Chennai.  
2021 Foreign language course A1, German, Mumbai University.

#### Computer Software language

C, C++, JAVA, PYTHON, R, PEARL, MONGODB, MYSQL

#### PERSONAL DETAILS

Father's name : Sadanand Patil.  
Age : 43 years  
Nationality : Indian  
Marital Status : Single  
Mobile No : 9890173225  
E-mail ID : [madhumati\\_2009@yahoo.co.in](mailto:madhumati_2009@yahoo.co.in)  
Permanent Address : Agashi, Post-Agashi via Virar(w),