

Ms. Asmita Kulkarni
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Objective: To obtain a responsible position utilising my professional skills

Nationality: Indian (holding a valid Swiss “B” work permit)

Education:

MBA, Master of Business Administration (specialisation in Marketing), **First class with Distinction**
University of Pune, India. (1996-1998)

Advanced Diploma in Computer Sciences and Systems Analysis, **Certification**
Symbiosis Institute of Computer Sciences, Pune, India (1996-1997)

B.Sc., Bachelor of Science (Chemistry), **First class**
University of Pune, India. (1993-1996)

Areas of Interests and Course-work:

Sales and Marketing	Market Research
Human Resources (HR) and planning	Sales Management
Advertising	Advertising Management
Training and Guidance	Human Resource Management
Public Relations	Principles and practices of management
MIS	Economics and Financial management
Management and Administration	Statistical Analysis
Travel and Tourism	Personality development and communication skills
Organisational Behaviour	Business Law

Work Experience:

*** Sales Assistant: Elchrom Scientific AG, Switzerland (June 2005 – Present)**

- Responsible for Sales and Market development for newly introduced GenoMouse service and Kits for Speed Congenics and Strain Identification.
- Create and Update a computerised customer database.
- Conducting telephone marketing to generate qualified sales leads.
- Develop deal tracking tools to assist Sales Manager in win-loss analysis.
- Producing monthly mailers and email messages to solicit potential clients.
- Responsible for training new sales assistants upon hiring.

*** Expatriate Services: Intercultural Training Program and Destination Assistance (January 2005)**

- Assist Swiss professionals and their families to relocate to India

*** Tutor & Translator, Basel, Switzerland (August 2002 - Present)**

- Hindi and English tuitions and translation jobs for Swiss & International students, professionals and companies.
- Assisting Swiss students to improve conversational/reading English skills by offering verbal recordings on digital audio equipments.

*** Product Executive, Emcure Pharmaceuticals Ltd., Pune, India (February 2000 - January 2002)**

- Coordinated all aspects of product launch including product development, promotions, sales, pricing and packaging.
- Designed promotional materials to increase sales.
- Simultaneously managed multiple projects under tight deadlines.
- Served as a product representative at trade shows, conferences and major media events.
- Answered inbound calls in support of customer needs.
- Trained new Sales representatives.
- Responsible for conducting thorough analysis of consumer survey data and assisting in strategy making decisions.
- Event management.

"Best performer award" in November 2000, for launching A new product - FULL 24 Capsules.
(This product was launched in the nutritional segment in India.)

*** Associate Consultant, Kirloskar Consultants Ltd., Pune, India (March 1999 - June 1999)**

- Training and Guidance to staff in System Automation.
- Application of MS-Access for the automation of various activities such as Accounting, Budgeting, Personnel management, Water management etc.

*** Summer Intern, Kirloskar Oil Engines Ltd., Pune, India (May 1997 - August 1997)**

- Sales analysis of automobile bearings, generating stock and sales reports and utilising them in distribution management.

***Academic Counsellor, Dilip Oak's Academy for Higher Studies abroad (August 1996- November 1996)**

- Managed the front desk schedule coordinating among four receptionists.
- Academics counselling for students seeking admission to foreign universities and taking entrance tests like GRE, TOFEL, CAT, and GMAT.

Computer skills:

Proficient with Windows 95/98/00/NT operating systems. Microsoft Office, Adobe Products, Power Point, Spread Sheet.

Interested to learn new software applications.

Language skills:

- Fluent in English
- Good knowledge of German language .
- Mother tongue – Marathi
- Native language – Hindi

Strengths :

- Excellent oral and written communication skills.
- Good ability to reach goals.
- Strong organizational and analytical skills.
- Excellent customer service skills.
- Persuasive, Dependable and friendly.
- Ability to work as a good team member.

Extra Curricular Activities:

- * One year course in Acting; 'Natyawed', 1994-95 (Managed by "National School of Drama", New Delhi, India)
- * Passed the Audition test of Pune Radio Station as a Radio Announcer
- * Participated and won inter-college Debate and Elocution competitions.

References: Available on Request