



Arati Ashru Kekan

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PERSONAL DETAILS

- Date of Birth: 3rd March, 1992
- Marital Status: Married
- Languages: English, Hindi, Marathi.

CAREER OBJECTIVES

Seeking an opportunity to bring about a remarkable growth in Agricultural research and development. A challenging job, which would help me to add credit and experience to my personality and at the same time, adds value to the research organization.

Work Experience

Company name : Petlinks Pvt.Ltd
Designation : Admin and Accounting Officer
Duration : 1st March 2017 to 31 May 2018

Work Experience

Company name : Hicare Service Pvt. Ltd
Designation : Admin and Accounting Officer
Duration : 4th July 2018 to 31th Dec 2019

Work Experience

Company name : Pecopp Pest Control Services Pvt
Ltd
Designation : Admin
Duration : 1st Feb 2020 to 30th Jun 2020

Work Experience

Company name : Go Green Hygiene Services Pvt
Ltd
Designation : Admin and Operation Executive
Duration : 1st Aug 2020 to 31st May 2021

Work Experience

Company name : Pest Control India Pvt.
Designation : Customer Care Executive
Duration : 6th Jan 2021 to 24th Apr 2022

Work Experience

Company name : National Bulk Handling Corporation Pvt. Ltd.

Designation : Sr. Back Officer

Duration : 25th Apr 2022 to 31st Dec 2022

Job Responsibilities:

- Trouble shooting support on EVA ERP for sales.
- Documentation support for customer acquisition.
- Tracking sales pipeline incl. renewals & conversion
- Key Account Support to assigned customers.
- Tracking conversion of new revenue opportunities.
- Monitoring & minimizing order and revenue loss.
- Monitoring & ensuring timely payment recovery.
- Tracking the record updation for accreditation application and renewals.

Academic Project

Extraction and detection of caffeine in different types of chocolate coffee and tea by UV-HPLC and to perform its nutritional analysis to determine its quality. (6 months)

Company name : TUV NORD PVT.LTD

Designation : Trainee Analyst

Department : Food & Chemical Department

Duration : 25th Nov 2013 to 26th March 2014.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

- Refresher Training Program Development of Agri-Entrepreneurship Skills for Establishing Women Agri-preneurs under ABC and ABC scheme, at KVK Madurai byMANAGE (27-06-2017 to 30-06-2017)
- Had successfully completed the training under Agri-Clinics and Agri-Business CentersScheme of Govt. of India. (05-11-2016 to 03-01-2017)

Educational Qualifications:

<u>COURSE</u>	<u>UNIVERSITY/BOARD</u>	<u>PERCENTAGE</u>	<u>YEAR OF PASSING</u>
B.Sc. (Agril. Biotechnology)	Mahatma Phule Krishi Vidyapeeth, Rahuri	7.30/10	2014
H.S.C.	Pune	60.00%	2010
S.S.C.	Pune	65.23%	2008

STRENGTHS

- Good communication skill
- Ability to plan supervises and evaluates the work of assigned personnel.
- Ability to decision making.
- Good command in making Reports and using computer.
- Hard Working
- Good command on Sales force software and Eva software.
- Completed MS-CIT Computer course.
- Good knowledge of Excel and MS Word

HOBBIES

- Listening songs, Reading Books.