

RESUME

KIRTI KAPSE

About me:

I am Highly Creative, Result Oriented, and Analytical Manager, having proven track record of Nine years in Sales & Marketing Management in **Print Media (Space Sale) Industry**.

Residence Address:

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General Information about me:

- **Born** on April 8, 1972. **Gender:** Female. My nationality is Indian (Bhartiya). I am comfortable with Hindi, English, and Marathi language. I am married with Mr. Kiran Kapse.
- **My strength:** I am Hard Worker, Honest, Self-Motivated, Target Oriented, and Team Player.

Working & Business Skills:

- Up to the best of my knowledge, i am comfortable in turning new products into branded leaders.
- Cultivate strong relationships with clients and colleagues, adept at creating successful sales strategies.
- While working with market leaders and handling top class clients, I am having strong exposure and understanding of administrative strategies planning and implementation.
- Track record of providing excellent client satisfaction and management of business partners.
- Excellent communication and people management skills.
- Motivates the team and removes business obstacles.
- Participates in proposal development and pricing estimates when needed.
- Tracked the schedule, scope, budget, quality, and client satisfaction for business deliverables.

Job Objectives:

- To work in the environment where lots of opportunities are present with new challenges are present to achieve work excellence and to for the benefits of the company thus also sharpening my knowledge and skills.
- Where the day's comes with new challenges and ideas, so that I can utilize best of my knowledge and experience, where I can feel proud to work with liberty to produce better results.

Educational Qualification:

- **Master of Journalism** from Devi Ahilya University, Indore - **Year 2017**.
- **Bachelor of Journalism** from Devi Ahilya University, Indore. - **Year 2015**
- **M.A. in History** from Devi Ahilya University, Indore. - **Year 1997**.
- Higher Secondary from M.P. Board of Secondary Education, Bhopal.

Working Experience:

- Worked with **NAIDUNIA JAGRAN PRAKASHAN LTD** from **February 2016** till **May 2018**.
- Since **June 2014**, I am associated with **NAW Metro** as Freelance Writer, a fastest growing Online Digital News Broadcast Services.
<http://www.facebook.com/nawmetro>
- From **2007 to Oct 2015** worked with **DAINIK BHASKAR (DB Corp Ltd)** for multiple segments.
 - From **2012 to Oct 2015**:
 - **Positioned as:** GRC Head (Group Combined) - National.
 - **Client Handling:** National Clients of all segments.
 - **Job Description:** Business development from the regional corporates, retail clients & advertising agencies, Planning & implementing business strategies to achieve sales target, Managing day-to-day meeting & updations with my colleagues and also guiding them accordingly.
 - Parallely, I was handling FMCG segment from 2014, as a Segment Head.
 - From **2010 to 2011**:
 - **Were Positioned at:** Segment Head
 - **Segment Handled:** Life Style, Cinema, and FMCG.
 - From **2009 to 2010**:
 - **Were Positioned at:** Asst Marketing Manager
 - **Segment Handled:** Education.
 - From **2007 to 2009**:

- **Were Positioned at:** Marketing Executive
 - **Segment Handled:** Classified.
- My achievements: During this period, I worked on **various supplements**.
- Also played a major role in publishing **Career Vision magazine, Advantage** etc since last 4 years...
- Previously worked as Sr Teacher with: AADARSH SHISHU VIHAR H S SCHOOL, Indore
 - Worked from: 2001 to 2007
 - Positioned at: HOD (Social Science)

Responsibilities during my professional career...

- Primarily responsible for multi-cycle segments as part of a Group Combined.
- Managed clients under the guidance of a top management.
- Motivated team to increase quality of client service and taken responsibility for increasing the level of new business.
- Proactive brand management, brand stewardship, and brand ambassadorship.

Personal & Professional Believe...

- I'm passionate, motivated, and self driven with an entrepreneurial spirit.
- I am desired to work in a fast-paced, multi-tasking, fluid environment with ever-changing priorities.
- Motivating ourselves and team members.
- To build positive attitude, positive self-esteem and image.
- Forming positive habits and character.
- Setting and achieving goals.
- Doing the right things for the right reason in a right direction.
- Preparing solutions for winning strategies.

My Hobbies are...

Traveling, Interaction with different people, Content Writing, Watching TV Educational and Informative Programs, Reading, Meditation, Innovating new ideas and implementation, Analysis, Music, and Counseling.

I undersigned hereby declare that the above information is absolutely correct and true up to best of my knowledge.

KIRTI KAPSE

Place: Indore, India