

Rabab Pullgaonwala

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Vasai, Mumbai

EDUCATION

Bachelor of Commerce (B.Com), Accounts (2012 - 2015)

Ghanshyamdas Saraf College Of Arts & Commerce

Percentage : 52.50%

XII (Senior Secondary), Commerce

Year of Completion: 2012

MAHARASHTRA Board (Vidya Vikasini High School & Junior College)

Percentage : 57.83%

X (Secondary)

Year of Completion: 2010

MAHARASHTRA Board (J. B. Ludhani High School)

Percentage : 68.91%

JOBS

Teacher

Ideal Classes (Vasai)

Jan 2017 - Mar 2018

- √Teaching in Ideal classes (Std1toStd7)
- √Conduct various classes for students of all grades
- √Good experience in Interacting with students
- √Knowledge of teaching practices

Academic Counselor

Montana International Pre-school (Vasai)

Feb 2016 - Jan 2017

Handling Parents and Admission queries

- Follow ups-emails/phone calls
- Converting walk in into Admission
- Collect fees, complete required documentation
- Co-ordinate and ensure smooth functioning of day to day activities

INTERNSHIPS

Data Entry

Adwiz Digital LLP (Virtual)

Oct 2019 - Nov 2019

1. Performing web research as per the requirement of our company
2. Entering data in MS Excel/Google Sheets
3. Capturing screenshots

Research And Data Entry

Quantta analytics (Virtual)

Aug 2019 - Sep 2019

1. Conduct some very basic research on the internet for data
2. Data Entry

Data Building Management

Infoguru Websolutions Pvt Ltd (Virtual)

Jun 2019 - Aug 2019

1. Work on research to validate the database supplied.
2. Work on data validation to obtain high-quality standards and recency of its existing database, and records stored in the in-house data warehouse .
3. Capture correct remarks for each record.

Operations Executive

Info Edge (India) Limited (Virtual)

Jan 2019 - Aug 2019

1. Moderating and approving reviews (majorly)
2. Adding Information about various companies
3. Coordinating with internal teams

Marketing Intern

Nestaway (Virtual)

Aug 2018 - Sep 2019

Marketing properties across Facebook Groups

Generate 30 Leads (contacts) daily

Maintain and update the Lead/Data sheets regularly

PROJECTS

Data Entry

Oct 2019 - Nov 2019

<https://drive.google.com/drive/folders/16VO4N7KrZN6CLAwKImLrfULdP3u1E3NU>

1. Performing web research as per the requirement of our company
2. Entering data in MS Excel/Google Sheets
3. Capturing screenshots

Research And Data Entry

Aug 2019 - Sep 2019

https://docs.google.com/spreadsheets/d/1tE3yUchexl72bui9e3vKi_XSuiqW5Lg-Hz7Sz46k-Ck/edit?usp=sharing

1. Conduct some very basic research on the internet for data
2. Data Entry

Lead Generation

Aug 2018 - Sep 2019

<https://docs.google.com/spreadsheets/d/1V3XK02tmKTptbKBJr5z5KpqPIYhmUxFWqAczD>

Marketing properties across Facebook Groups.

Generate 30 Leads (contacts) daily.

Maintain and update the Lead/Data sheets regularly.

Data Building Management (Data Validation)

Jun 2019 - Aug 2019

<https://docs.google.com/spreadsheets/d/1vlwPHK91sXcw3aHyeH2zPdH18VxWbmyEljQM>

1. Work on research to validate the database supplied.
2. Work on data validation to obtain high-quality standards and recency of its existing database, and records stored in the in-house data warehouse .
3. Capture correct remarks for each record.

SKILLS

MS-Excel

Intermediate

MS-Word

Intermediate

MS-PowerPoint

Intermediate