



# JYOTI SANAP

BUSINESS DEVELOPMENT/  
EXECUTIVE ASSISTANT

## CONTACT

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📍 Pune, India 411014

## EDUCATION

1997-06 to 2000-06

AHMEDNAGAR COLLEGE

- B. COM - Commerce  
Ahmednagar

1995-06 to 1997-06

AHMEDNAGAR COLLEGE

- HSC - Commerce  
Ahmednagar

1994-06 to 1995-06

SACRED HEART CONVENT

- SSC - State Board  
Ahmednagar

## SKILLS

- Business Development  
Expertise
- PR Strategy
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication

## LANGUAGES

- English (Fluent)
- Marathi (Fluent)
- Hindi (Fluent)

## PROFILE

Dedicated and excellent experience in Industry. Experienced with product testing, management, and development of new business opportunities. Hard working and passionate job seeker with strong organizational skills eager to secure entry-level job title position. Executive assistant skilled at offering high level administrative support.

## WORK EXPERIENCE

- **Bridgestone India Pvt Ltd. (Pune, Maharashtra)** 2022-07 to 2023-07  
Executive Assistant
  - Maintained strict confidentiality while handling sensitive information.
  - Enhanced director's productivity by managing calendar, scheduling meetings, and arranging travel both domestic and international.
  - Greeted arriving visitors, determined nature, and purpose of visit.
- **Deccaleap Technologies LLP (Pune, Maharashtra)** 2016-01 to 2021-06  
Executive Assistant / Stokist
  - Coordinated innovative strategies to accomplish marketing objectives and boost long-term profitability.
  - Reached out to potential customers via telephone, email, and in-person inquiries.
  - Performed client research and identified opportunities for account growth, account penetration, and market expansion.
  - Attend meetings for effective business proposals.
  - Manage travel and calendar for MD and schedule meetings.
- **Tech Mahindra (Pune, Maharashtra)** 2010-09 to 2015-03  
Complaints Manager
  - Reviewed and prepared written correspondence to address complex and sensitive customer complaints and inquiries.
  - managed regulatory complaints team in activities received by federal and state regulators.