

HARSHITA SAHU

Mobile no. : 7054440448

E-mail id : sahuharshita085@gmail.com

CAREER OBJECTIVE:

- To secure a challenging position in a reputable organization to expand my learning , knowledge and skills.
- To make use of my interpersonal skill to achieve goals of a company that focuses on customer satisfaction and customer experience.

ADDITIONAL SKILLS:

- Basic knowledge of Computer (Windows OS)
- Microsoft Offices – (MS Word, MS Excel, MS Power Point)

STRENGTHS:

- Hardworking
- Positive attitude
- Responsible towards work
- Flexibility

ACADEMIC PROFILE:

Year of Passing	Institute/ University	Course
2020	Axis Colleges	MBA (Hr, Finance)
2018	Chhatrapati Shahu Ji Maharaj University	B.com
2015	International Centre English School	12 th
2013	International Centre English School	10 th

INTERNSHIP:

- Brindavan Shelters Pvt. Ltd. (TATA MOTORS)

WORK EXPERIENCE :

Customer Relationship Executive

(From Oct 2020 to Present)

Golden Rabbit Communications Pvt. Ltd.

- Establishes relationships and makes sales presentations with new advertising clients.
- Responds to ad inquiries and provides excellent services to advertisers.
- Responsibilities include account retention and problem resolution, including working with other departments to ensure client needs are met.
- Collected payment in a timely manner to meet deadlines.

- Managed relationship with the multiple business enterprises and high ranking officials.
- Monitoring n supervision of communication intermediaries.

**Management Trainee
Square Yard**

(From Feb 2020 to Apr 2020)

- Actively seeking out new sales opportunities through cold calling, networking and social media.
- Ensure the availability of stock for sales and demonstrations.
- Negotiate/close deals and handle complaints or objections.
- Collaborate with team members to achieve better results.
- Participate on behalf of the company in exhibitions.
- Prepare necessary paperwork.
- Set up meetings with potential clients and listen to their wishes and concerns.

**Counsellor
Kcolumbus The Merchant Navy Institute**

(From Oct 2019 to Feb 2020)

- Providing counselling face to face, over the telephone, or online.
- Working with individuals, families or groups.
- Building a relationship of trust and respect with clients.
- Listening to clients' concerns, empathising with them, and helping them to see things more clearly or in a different way.

PERSONAL DETAILS:

Name	Harshita Sahu
Date of Birth	14 th August 1997
Father's Name	Mr. Virendra Kumar Sahu
Father's Occupation	Businessman
Mother's Name	Poonam Sahu
Address	78/135 latouche road, Kanpur

DECLARATION:

I hereby declare that the information provided above is correct to the best of my knowledge.

-Harshita Sahu