

CONTACT



Vaishnavi

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EXPERIENCE

July 2022 - Nov
2022

- **Business Development Associate**

Byju's Pvt. Ltd

Acquiring new leads by setting up counselling sessions with prospective leads for outbound sales.

Understanding and analyzing client challenges in a 1:1 session with the prospective lead.

Providing consultation, handling negotiations, and presenting final quote tailored to the lead's requirements during the 1:1 session.

Managing client accounts post sales and coordinating with multiple business departments to ensure relationship development with key clients.

Tracking and measuring retention of key business accounts.

Providing post-sales support while ensuring high quality customer experience.

Dec 2022 - Present

- **Student Support & Admission Officer**

Aakash Educational Services Limited

Provide students with information about admission process and answer any questions they have.

Experienced in assisting with the admissions decision-making process as student applications are evaluated and accepted or denied.

Proficient in providing students, parents, and guardians with information regarding admissions requirements and processes, financial aid applications, enrollment issues, or other procedures.

Competent at reviewing and interpreting student information, including test scores, extracurricular activities, and grades.

EDUCATION

2013

- **Pioneer Montessori Inter College, Lucknow**

10th
82.33%

2017

- **CBSE**

12th
79%

2020

- **Lucknow University**

B. Com
63.25%

2022

- **Dr. APJ Abdul Kalam Technical University**

MBA
78.5%

SKILLS

- Team Leadership, Administration, Higher Education Guidance, Decision Making, Relationship Building, Career Counseling, Admission Process Management, Recordkeeping & Database Management, Correspondence Management

PROJECTS

- **Internships**

One month Internship at (ONGC) Oil and Natural Gas Corporation , Dehradun 2021

One month internship at Skill Vertex (Education Centre), Bengaluru as Campus Executive from March 2022 to April 2022.

Four months internship at THE HIND RADIO in HR(Human Resources) as Unit Head from August 2021 till November 2021

Seven months internship at GRAPEVINE (Media/News Company) as Campus Ambassdor from August 2020 till February 2021

Six months internship at WOOLLY – Shop Socially (Fashion & Beauty , Skincare & Wellness , Lifestyle) as KOL(Key Opinion Leader) from July 2020 till March 2021

Seven months internship at GROOVE X (Arts & Entertainment) as City Head from October 2020 till March 2021

INTERESTS

- Traveling
- Dancing

LANGUAGES

- English & Hindi

COMPUTER PROFICIENCY

- O Level Course (Diploma)
Advanced M.S. Excel (Internshala)

PERSONAL QUALITIES

- Initiative for taking new responsibilities and high interpersonal skills,
A strong willingness and abilities and observe perception,
Ability to establish team work,
Good communication, analytical and interpersonal skills