

SWATI KIRAN

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Professional Summary

Dedicated representative excels in driving sales and building customer relationships. Identifies new business opportunities and creates key client relationships. Utilizes superior communication, presentation and time management skills to achieve maximum sales and high-level customer loyalty. Hardworking and passionate job seeker with strong organizational skills.

Education

BBA: Management
Institute Of Management Studies Noida

19 to 22

Work History

INCEPTION WAVE

Marketing and
research intern

- Promoted company's app through social media platforms
- Generated lead and performed secondary research.

HR recruiter, 04/20 to 05/20

INCEPTION WAVE

- Recruited candidate for marketing and research domain.
- Have done end to end interview.
- Managed the team and have assigned work to them.
- Performance evaluated
- Conducted meeting

Skills

- | | |
|----------------------------|----------------------------------|
| • MS word | • Team collaboration |
| • Advance MS Excel | • Excellent interpersonal skills |
| • Power point | • Recruitment and selection |
| • Training and development | • Communication |

Accomplishments

Letter of recommendation for performing best in the internship.

First position in board making competition.

Hobbies

Reading

Cooking

Badminton