

# PRAGYA ASTHANA

**Mobile (Self): +91 6387663170**

**Email: [priyaasthana2020@gmail.com](mailto:priyaasthana2020@gmail.com)**

**Total Work Experience – 4.2 YEARS**

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**Objective:** To be part of a growing organization with challenging work environment, offering a chance to excel in personal and team work achievement.

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**Summary:** Exceptional team member of business experience in Sales, Office Management. Able to generate and maintain profitable business relationships. Ability to optimally utilize the available resources.

**Competencies:**

1. Establishing tie ups,
2. Direct Sales,
3. Brand promotion.
4. Analyzing the market response, Conveying the feedback
5. Leading & monitoring team
6. Basic knowledge of MS Excel & MS Word

**SNAP-SHOT OF WORK EXPERIENCE**

**Organization Details: ME TECHNO SOLUTIONS LLP**

**Role: HR EXECUTIVE (CURRENTLY WORKING)**

- Scheduling interview and trainings of work culture
- Maintaining monthly attendance reports and salaries
- Provide personality development training to team
- Auditing of all departments in company
- Maintain filing and commercial of LED Department

**Organization Details: OTAF OVERSEAS PRIVATE LIMITED**

**Role: TEAM LEADER (1.6 YEARS)**

- Handling team with target vs achievements
- Maintain proper login time from executives
- Provide weekly training to team
- Training & Auditing of calls regularly
- Monthly review of team

**Organization Details: OTAF OVERSEAS PRIVATE LIMITED**

**Role: TELE CALLING EXECUTIVE (1.6 YEARS)**

- Educate consumers about services
- Booking and complains execution
- Taking feedback from consumers
- Maintain daily report

**Organization Details: CY Future**

**Role: Customer Care Experience (10 Months)**

- Handling process of National Health Mission
- Handling direct calls from government emergency helpline number - 104
- Submitting daily reports to officials
- Providing daily update of government schemes to data provided by officials

## **EDUCATIONAL QUALIFICATIONS**

10<sup>th</sup> from UP Board from Lucknow 12<sup>th</sup> from UP Board from Lucknow B.Com from Lucknow University  
MBA from City Group of College, Lucknow  
LLB from Faizabad University- 2<sup>nd</sup> Sem

## **HOBBIES**

- Surfing Net
- Learning New Things
- Listening Songs
- Travelling

## **PERSONAL DETAILS**

Father's Name: Mr. Shant Kumar Asthana  
Date of Birth : 13<sup>th</sup> July 1998  
Marital status : Unmarried  
Nationality : Indian  
Languages : English and Hindi.  
Address : Munershwer Puram, Alamnagar, Lucknow.

## **DECLARATION**

I hereby declare that the given above information are true to the best of my knowledge and belief and can be supported with reliable documents when needed.

Place: LUCKNOW

Thanking You

Pragya Asthana