

ERAM KHAN

C-24, Sector -e , New Aliganj Near Chandralok Hydil Colony , Lucknow
inshaparveen61211@gmail.com , 9473870459

SUMMARY

Dedicated and self-motivated individual willing to learn and efficiently delivers any task that may assigned A hardworking and determined individual looking for a challenging and responsible role in a reputable organization.

WORK EXPERIENCE

Business Development Executive , Urban Plants (21 months experience)

- Worked on sales closure, such as payments and further processing of the orders.
- Handled the digital marketing areas for posting add and working on marketplace.
- Learned marketing skills and accessed different platforms to reach wider audience.
- Excel skills to maintain proper records and details of each orders.

Process Associate , Tech Mahindra (6 months experience)

- Learned communication skills and effective time management.
 - Teamwork and active listening
 - Gained more knowledge regarding problem solving and flexibility
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EDUCATION

Lucknow University
Master of Business Administration (Human resources) 2023-pursuing

Swami Vivekanand Subharti University
Bachelor of Science (Zoology) 2019-2022

St. Antony's Inter College (ICSE)

ADDITIONAL INFORMATION

- **Technical Skills:** SEO ,Digital Marketing, Microsoft Office, Editing ,HTML, Google Adsense
- **Languages:** English, Hindi, Urdu,
- **Certifications:** Best Presentation Award in College, GE Aerospace Human Resources Program, Accenture Consultant Virtual Experience Program, Digital Marketing
- **Awards/Activities:** Active member at NGO, Yoga Trainer, Quote Writer,

