
Rupal Verma

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OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges

EXPERIENCE

06/06/2023 -
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- **Operation Manager**
Event Architect
Coordinated logistics and operations for various events, ensuring smooth execution from planning to post-event activities. Managed event budgets, vendors, and resources effectively to optimize cost and performance. Oversaw event staff, delegated tasks, and resolved any on-site issues to ensure a seamless experience for clients and attendees

12/02/2021 -
18/02/2022

- **HR**
New Vital Learning
Conducted outbound calls to prospective students to inform them about government-certified computer courses and examinations. Provided accurate information about Assisted students in Bo they had.

18/06/20 -
20/12/20

- **Sales Executive**
Joshi Finance
Specialising in selling and managing home loan products. Building and maintaining relationships with clients to drive sales. Ensuring that all required documentation for loan application is complete, accurate and assisting customers in completing the necessary paperwork. Promote products and services to clients and negotiate contracts with the aim of maximising profits. Conducting Market Research to identify selling possibilities and evaluation customer needs Setting up meetings with potential clients and listening to their wishes and concerns.

EDUCATION

2020-2022

- **Dr Bhimrao Ambedkar University**
Bachelor's of Business Administration

2022-2024

- **GLA University**
Master of Business Administration

2017

- **Agra Public School**
High School

2019

- **Agra Public School**
Intermediate

SKILLS

- Excellent Organizational Skills
- Great Decision Making
- Strong Attention to Details
- Adept at Budgeting and Forecasting
- Ability to transform data to actionable and Strategic Decision

INTERESTS

- Listening Music
- Travelling
- Reading Books

LANGUAGES

- English
- Hindi