

MANSI JAIN

INSIDE SALES EXECUTIVE

PHONE | (+91) 9205881755

EMAIL | mansijain.h@gmail.com

LOCATION | New Delhi, INDIA

EXPERIENCE | 4 Years 0 Month

Key Skills

- Excel
- MS Office
- Marketing
- Sales
- Data Entry
- Business Development
- B2B Sales
- B2C Sales

Languages

- English
- Hindi

Profile Summary

4+ year experience in sales and academic counselor.

Work Experience

Inside Sales Executive

TopRankers

04/2022 - 04/2024

1. Working on the leads of the students who are looking for a counseling session for their career growth.
2. Connecting with students and the parents.
3. Student Advising--Help students develop personalized academic plans and set realistic goals. Advise students on course selection, major requirements, and graduation pathways. Assist in identifying students strengths and challenges, and suggest appropriate resources or support.
4. Career Counseling--Provide guidance on potential career paths aligned with students' interests and academic strengths.
5. Academic Support and Skill Development-- Educate students on effective study habits, time management, and organizational skills.
6. Progress Monitoring and Intervention--Coordinate with parents or guardians (where appropriate)

regarding students' academic status.

7. Program and Curriculum Development--Create and implement orientation programs and workshops to support academic success.

8. Collaboration and Outreach--Conduct outreach to inform students about academic counseling services and encourage participation. Organize and participate in events, workshops, and activities that promote student development.

Sales Executive,E-commerce executive

Ideation solutions Pvt Ltd

03/2018 - 02/2019

-Listing the products on e-commerce platforms like Amazon, Flipkart, Indiamart, Olx etc.

-Processing the orders received on e-commerce portal.

-Keep track of delivered orders, return orders etc.
-Kepp track of the inventory and update accordingly.

-Working on the leads generated by the merketing team, by calling or connecting them through mail or whatsapp.

-Understanding the requirement of the customer.

-Giving traning to the new team members and make them work efficiently.

Business Development Executive

Basics of Immigration LLP

04/2019 - 03/2020

-Connecting with the clients through call, mail or whatsapp.

-Taking follow ups on daily basis.

-Understanding the requirement and suggest them the right serivce.

-Helping with the process.

-Helping with the documentions.

-Updating the report on daily basis.

Education

■ **BCA - Computers**

2017

Hari Singh Gaur University

■ **10th**

2011

Madhya Pradesh , English

Grade - 78.66%