



Astha Srivastava

Dynamic professional with an MBA, specializing in client relationship management and communication. Skilled in building and maintaining partnerships, exceeding targets, and driving growth. Proven expertise in enhancing client satisfaction through strong communication, negotiation, and problem-solving abilities. Experienced in lead generation and client acquisition, with a focus on sustainable outcomes. A strong team player with a background in advanced human resource management, seeking to contribute to recruitment and talent acquisition efforts in a fast-paced environment.

Personal Info

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Links

[LinkedIn -
https://www.linkedin.com/in/astha-srivastava-9099aa24a?
utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app](https://www.linkedin.com/in/astha-srivastava-9099aa24a?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app)

Skills

- Communication
- Negotiation
- Decision Making
- Time management
- Prospecting
- Relationship Building
- Team Player
- Client Service
- Email Correspondence
- Cold Calling
- Client Relationship Management
- Documentation and Reporting
- Google Workspace (G Suite)
- Microsoft Office

Work Experience

Business Development Executive, KPL Tech Solutions , Noida

April 2024 - Present

- Managed and nurtured relationships with international clients, enhancing customer satisfaction and long-term partnerships.
- Achieved and surpassed sales targets through effective deal-closing techniques and strategic negotiation.
- Maintained and strengthened client relationships, resulting in high retention rates and repeat business.
- Conducted cold calling and email campaigns to generate new leads and expand the client base.
- Developed and executed sales strategies aligned with business objectives to drive revenue growth.

Intern , NJ India Invest Private Limited (Internship), Kanpur, Uttar Pradesh

August 2023 - September 2023

- Assisted in managing relationships with existing clients, providing support and addressing inquiries to enhance client satisfaction.
- Performed documentation work related to client accounts, ensuring accuracy and compliance with organizational standards.
- Facilitated the process of opening DMAT accounts, handling required paperwork and client communications.
- Delivered product knowledge and recommendations to clients, enhancing their understanding and decision-making.

User Aquisition , Silverlabs India Private Limited (Internship)

June 2021 - July 2021

- Analyzed client problems and developed tailored solutions to enhance their experience and resolve challenges.
- Coordinated with internal teams to implement solutions and follow up on client feedback to ensure successful outcomes

Education

Master Of Business Administration, United Group Of Institutions (73.93%)

October 2022 - August 2024

Bachelor of Commerce, University Of Allahabad (88.33%)

July 2019 - August 2022

12th , Maharishi Vidya Mandir Senior Secondary School (80.2%)

April 2018 - March 2019

10th, Maharishi Vidya Mandir Senior Secondary School (8.2 CGPA)

April 2016 - March 2017

Courses

Advance Human Resource Management , Internshala

October 2023 - November 2023

Computer Application , University Of Allahabad

September 2019 - March 2020

Accomplishments

- Awarded for academic excellence.
- Secured 2nd place in a poetry competition.
- Achieved 1st runner-up position in college fresher's event.
- Participated in international conferences.
- Earned runner-up position in Zonal Kabaddi Tournament.