

RESUME

SHEENA HEDAV

Objective

To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a Professional, use and develop my aptitude to further the organization's objectives and also attain my career targets in the progress.

Permanent Address:

HOUSE 107 Avenue

Tulsi Nagar

Dist.- INDORE

PIN: 452010

[Tel:7224073398](tel:7224073398)

e-Mail_hedavshitti0822@gmail.com

Personal Data:

Date of Birth:

08th JULY 1996

Sex: Female

Father's Name:

Mr. Vijay Hedav

Mother's Name:

Mrs. Aarti Hedav

Nationality:

Indian

Marital Status:

Single

Languages Known:

English, Hindi

Interest (Hobby)

Learning new things daily

Academic Qualification

➤ **Diploma in Hotel Management**

- Malwa institute of hotel management (2019)

➤ **B.com**

- Aisect university Indore (2018)

➤ **Higher Secondary (12th)**

- from MP Board (2014)

➤ **High School (10th)**

- from MP Board (2012)

Working Experience

Working with 'Modi International' as "Admission Counsellor"

from October 2021 (Joining Date) to till date.

Company Profile – Modi International is the franchisee of VIEC

➤ **Job Profile:**

➤ **Students**

- **Discussion** and identify with young talent for scope of abroad study interest with preference

- Presenting advantage of abroad studies

- Arrangement of requirement of University / Abroad College including fund management, taking care of documentation including VISA

- Provide training and preparation of IELTS and TOEFL for abroad studies to avoid rejection

➤ **University / College**

- Arrangement / Discussion about Student admission

- Search University / College as per the requirement of Student

- Settlement of Student at abroad

➤ **Internal reporting**

- Preparation of future Student and conversion

- Creation, focusing and constant Monitoring Students for closure

- Maintaining and managing closure TAT for each Surjection

➤ **February 2021- September 2021**

- **SENIOR SALES MANAGER COORDINATOR
CLIFFTON PARK INDORE**

- Grow and manage a sales lead pipeline to provide ongoing phone/e-mail

- Work with the business to build strong customer relationships and develop trust & rapport

- Providing information and advice on company products and services
- sites visit

October 2019 – March 2020

BUSINESS DEVELOPMENT MANAGER

DESIGN SOLUTION INSTITUTE OF FASHION DESIGNING INDORE

- Create business profiles
- Managing and retaining relationships with existing clients
- Increasing client base
- Negotiating with designers Create business profiles
- Managing and retaining relationships with existing clients

Computer skills

- Ms word
- Ms Excel

Competencies

- Fast learner
- Team Leading
- Coordinator

Professional Skills

- Comprehensive problem-solving abilities.
- Excellent verbal and written communication skills.
- Willingness to learn team facilitator hard worker.

Declaration

I declare that all the above information provided by me is true to the best of my knowledge and belief.

Date:

Place: INDORE

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