

SUNAINA CHAMOLI

Dehradun, Uttarakhand, India

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[LinkedIn Profile](#)

PROFESSIONAL SUMMARY

Results-driven MBA professional with a focus on Finance and Marketing, possessing experience in supply chain, counselling and client relationship management. Eager to apply strong analytical abilities, strategic mindset, and exceptional customer service skills to a dynamic career opportunity. Committed to fostering long-term client relationships, enhancing customer satisfaction, and contributing to organisational success.

ACADEMIC CREDENTIALS

Master of Business Administration (MBA)

Finance and Marketing

Graphic Era Deemed to Be University, Dehradun, Uttarakhand, India

2019 - 2021

SGPA: 8.58

Bachelor of Commerce (Honours)

Finance

Graphic Era Deemed to Be University, Dehradun, Uttarakhand, India

2015 - 2018

SGPA: 7.72

Higher Secondary

Commerce

GRD Academy, Dehradun, Uttarakhand, India

2014 - 2015

Division: First Division

Secondary Education

St. Mary's Convent School, Dehradun, Uttarakhand, India

2012 - 2013

Division: First Division

EXPERIENCE

Academic Counsellor

GirnarSoft Private Limited (College Dekho)

Mar 2024 - Present

- Advised students on course selections and monitored progress towards degree completion.
- Guided students in college applications and career planning.
- Implemented a student-centered approach to meet individual needs and goals.
- Developed strong listening and communication skills to address student concerns.
- Conducted inbound and outbound calls to engage prospective students.

Assistant Officer, Supply Chain

Windlass Biotech Limited, Dehradun, Uttarakhand

2022 - 2024

- Managed customer queries and relationships to ensure satisfaction and retention.
 - Provided clarity and support to the development team from definition to deployment.
 - Liaised between customers and sales department to enhance communication and service delivery.
 - Built long-term relationships by delivering top-notch service and comprehensive account information.
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PROFICIENCIES

- Cross-functional Collaboration
 - Counselling and Mentoring
 - Sales and Business Development
 - Collaborative Communication
 - Advisory Services
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SOFTWARE PROFICIENCY

- CRM Software: HubSpot, Dynamic NAV
 - Microsoft Office Suite: Word, Excel, PowerPoint, Outlook
 - Collaboration Tools: Microsoft Teams, Zoom
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INTERNSHIP

Investosure Private Limited, Noida (Delhi)

June 2020 - August 2020

- Collected and analysed customer data through surveys, presenting insights in visually compelling reports.
 - Conducted marketing analysis to identify emerging trends and customer preferences.
 - Regularly interacted with prospective clients to explain offerings and provide financial advice.
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CERTIFICATIONS

- Certificate in International Industry Symposium on Strategic Management and Contemporary Marketing
 - NISM Series VA - Mutual Fund Distributors
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LANGUAGE PROFICIENCIES

- English
- Hindi