

Priyanka Dayal

OBJECTIVE

Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

Accomplished marketing professional with demonstrated success developing and implementing strategic approaches to drive market growth and bottom-line profitability. Strong communicator with natural leadership talent and high energy. Impactful and successful manager talented in building teams and motivating personnel to new levels of performance.

EDUCATION

Master in Political Science

Indira Gandhi National Open University

Pursuing

Bachelors of Arts

Hansraj College, University of Delhi

Oct 2022

12th Class

Sant Nirankari Girls senior secondary school.

May 2019

WORK EXPERIENCE

ICFAI GROUP, Patel Nagar — Marketing Officer

JAN 2023 - DEC 2023

- Evaluated advertising and promotion programs for compatibility public relations efforts.
- Managed small teams of up to 10 people for special events like school and institute counselling.
- Give training to the new employees of our product
- Provided individual and group counseling to guide clients in areas of social and emotional needs.
- Planned and promoted career and employment-related programs and events, fully coordinating job fairs and career workshops.
- Assisted students in understanding academic application processes, admissions requirements and financial aid options.

SHRI BALAJI FINSERV, Nsp — Sales Officer

JUN 2022 - DEC 2022

- Handle 50+ calls daily, with duties including signing up new customers, retrieving customer data, presenting relevant product information, and cancelling services
- Maintain customer accounts and record account information
- Oversee customer financial accounts and process customer adjustments
- Make product recommendations or services to customers based on their needs and preferences.
- Listened to customer needs to identify and recommend best products and services.

FUTURE CARE FOUNDATION, Azadpur — HR Executive

JUN 2020 - DEC 2021

- Directed recruitment, selection and hiring processes.
- Prepared daily monthly and weekly reports and update calendar for appointments
- Recruited and trained new employees to manage overall talent acquisition.
- Assisted individuals making career-related decisions by conducting assessments to measure skills, abilities and interests.
- Worked with the team to continuously improve career and placement opportunities for students.
- Provided individualized counseling approaches based on socioeconomic status and cultural background.

SOFTSKILLS

- ❖ MS Word
- ❖ MS PowerPoint
- ❖ MS Excel
- ❖ InDesign
- ❖ Tally
- ❖ Busy
- ❖ TDS
- ❖ ITR
- ❖ GST

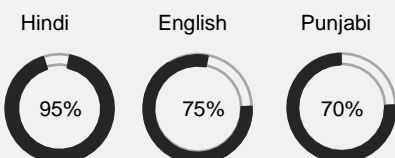
SKILLS

- Communication
- Leadership
- Customer Service
- Collaboration
- Problem-Solving
- Interpersonal
- Creative Thinking
- Adaptability
- Management
- Teamwork

INTREST

- ❖ Community Involvement
- ❖ Learning Languages
- ❖ Making Music
- ❖ Blogging
- ❖ Reading
- ❖ Writing
- ❖ Travel
- ❖ Sports
- ❖ Dance
- ❖ Yoga
- ❖ Art

LANGUAGES



INTERNSHIP

Satyaketan Samachar, Nirankari colony— Reporter

NOV 2019 – NOV 2020

- Research topics for stories.
- Conduct interviews.
- Produce voice overs.
- Field reporting.
- Worked with the reporting team to develop stories on a daily basis. Assisted in managing social media accounts as well as company website.

SOCIAL WORK

Pehchaan The Street School, Delhi — Volunteer

JUL 2022 - PRESENT

- Design curriculum projects for kids.
- Completed intake assessment and analyzed information to determine treatment goals and objectives.
- Collecting volunteer information availability and skills and maintaining an up- to -date database.
- Using marketing tools such as Instagram, Twitter, E-mails to aware people

Jan Jagriti Mission, Nirankari Colony — Member

JAN 2016 - PRESENT

- Hosting all the events of the organization.
- Prepared weekly, monthly virtual meet in corona time.
- Trained 20+ youngsters.
- Provided social work support, including counselling.

EXPECTED SALARY

I'm expecting 3.5 to 3.8 LPA. But I'm flexible and open to discuss compensation amount.