

RESUME

NEHA SINGH

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CAREER OBJECTIVE

To secure a challenging position in an organization to expand my learnings, knowledge, and skills to integrate With Strategies And Expand CSA,Pre-Sales & HR Department.

EDUCATIONAL QUALIFICATION

COURSES	NAME OF INSTITUTION	YEAR
MBA(HR & Marketing)	Galgotias University	2019-2021
BBA (H)	TECHNO INDIA UNIVERSITY	2015-2018
Higher Secondary	NIOS	2013
Secondary	KENDRIYA VIDYALAYA	2011

CURRENT EXPERIENCE

1.Company Name- Inframantra Pvt Ltd (06 June 23-Till)

2.Profile- Senior Associate Pre Sales

3.Description-

- Handling team of 3 Members
- Briefing about project as per cx's budget both Residential and commercial Projects.
- Generating interest for other projects.
- Call auditing on aborted leads and hold CX's.
- Scheduling meeting for RM
- Attending Outbound & Inbound calls of CX'S.
- Updating activities/task relevant information on CRM and Sheets.
- Making EOD reports and sharing with Higher authorities.
- Solving queries of CX's related to project and location under 5mints TAT.
- Assigning lead to on round robin basis .
- Training to New Joinees related to product and software.

EXPERIENCE

- 1. Company Name- BYJU'S (30 August 21 - 21 January 2022)**
- 2. Profile- Pre-Sales Associate K3.**
- 3. Description-**
 - **Briefing them about the program they have selected or shown interest .**
 - **Generate interest in counselling session for BYJU'S courses.**
 - **Scheduling Demos or Online meetings of prospects with our Academic Counsellors leading to successful sales conversations.**
 - **Updating task/activities/ relevant information various company platforms (e.g.LS, CRM, reporting).**
 - **Accountable for creating genuine and good quality qualified Lead Funnel for Academic Counsellors.**
 - **Taking Feedback after every classes and also focus on students academic performance as well as attendance .**
 - **Solving the queries of parents and students over a call and email .**
 - **Calling more then 400+ Prospect.**
 - **Before EOD 3 hrs talktime need to completed**

SOFTWARE SKILL

- **MS-EXCEL(Hlookup,Vlookup & Pivot).**
- **MS-POWER POINT.**
- **CRM (Lead square,Sell.do. & Salesforce).**
- **Cloud telephony (Ameyo & Ozonetel).**

PERSONAL INFORMATION

- **Date Of Birth - 28.12.1995.**
- **Languages Known - English and Hindi.**
- **Marital Status - Single.**

DECLARATION

I solemnly that all the above information is correct to the best of my knowledge and affiance.

DATE: