

# DURGESH SAINI

Admission Officer

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GURUGRAM INDIA  
MOB NO- 7509507078 7566881634  
[Naturesaini7@gmail.com](mailto:Naturesaini7@gmail.com)

Experience in driving growth and building strong client relationships. Passionate about identifying opportunities and developing strategies that enhance business performance. Skilled in market research and lead generation, with a knack for collaboration and problem-solving. Committed to delivering results and contributing to team success.

## EXPERIENCE

**Aakash Educational Services Limited, Gurugram- Admission Officer**

March 2024 - PRESENT

- Comfort with presenting information to groups, whether at recruitment events or in workshops, to effectively convey the institution's values and offerings.
- A focus on providing a positive experience for applicants and their families is important for fostering goodwill and maintaining the institution's reputation.
- Ability to address challenges that arise during the admissions process and find solutions that benefit both the institution and applicants.
- Supported students in exploring various career options and setting realistic career goals, facilitating informed decision-making.
- I work as a senior marketing executive where I focus on building relationships with clients, negotiating product rates, and ensuring long term partnerships.

**ThinkAndLearnPrivateLimited (Byju's), Noida- Admission Counsellor**

SEPTEMBER 2023 - FEBRUARY 2024

- Leveraged CRM data to send targeted emails designed to increase sales.
- Assisted in the formulation of business development strategies to drive growth and revenue.
- Collaborated with financial aid and academic advising teams to provide holistic support for prospective students throughout the admissions process.
- Anticipated and addressed prospective students' needs by providing detailed information about programs, admissions processes, and career opportunities.
- Collaborated With Cross-functional teams to coordinate business.

## EDUCATION

**IPS College of Technology & Management Gwalior , Madhya Pradesh - Bachelor of Technology**  
(Mechanical Engineering)

July 2010 - June 2023

**CGPA - 7.66**

Govt. Girls High Secondary school Ambah, Madhya Pradesh

Class-12th

June 2018- June 2019

Percentage - 74%

Govt . High School Ambah , Madhya Pradesh

Class- 10th

June 2016 -June 2017

Percentage -70%

## PROJECT

Technoparv —Campaigning Team Member

January 2022- March 2022

- Learned about how to convince people to take part in events.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Learned so much about market,inflow and outflow requirements for the events.

## SKILL

- Strong verbal and nonverbal communication skills to effectively engage with clients and stakeholders.
- Understanding of sales processes and techniques to drive revenue and achieve targets.
- Ability to conduct thorough market analysis to identify opportunities and understand industry trends.
- Strong negotiation abilities to secure favorable terms and close deals.
- Flexibility to adjust to changing market conditions and client needs.
- Familiarity with CRM software and other tools for managing sales processes and client interactions.
- MS excel