

## **Career Objective**

Talented and versatile ready to bring hardworking mentality to any position. Driven to learn both inside and out of any task given to maximize contributions and support business and customer objectives. Reliable with adequate knowledge on and off the field and result-oriented. Innovative and multitasking can equally focus on developing new methods while perusing the present methods.

## **Skills**

- Documentation skill
- Report Understanding
- Team Collaboration
- Advance Critical thinking
- Microsoft Office
- Photography
- Bilingual in Hindi and English

## **Experience**

### **1. Khalsa consultancy pvt. LTD**

**Designation** – Academic Counsellor

**Time period** – April 2018 to 2021

- Willing to familiarize with the company's vision and mission, seeking to accomplish set goals and objectives.
- Conducting market research and identifying potential clients.
- Cultivating strong relationships with new clients, while maintaining existing client relationships.
- Collating and maintaining client information in the CRM database.
- Working closely with staff across departments to implement growth strategies.
- Developing and implementing sales strategies, client service and retention plans, and analyzing sales data to inform or update marketing strategies.
- Assist the drafting business plans, sales pitches, presentations, reference materia

**2.Company:** BYJU'S Think & Learn Pvt. LTD

**Designation:** BUSINESS DEVELOPMENT ASSOCIATE

**Time period:** JANUARY 2022 – NOVEMBER 2022

**Description:**

- Willing to familiarize with the company's vision and mission, seeking to accomplish set goals and objectives.
- Conducting market research and identifying potential clients.
- Cultivating strong relationships with new clients, while maintaining existing client relationships.
- Collating and maintaining client information in the CRM database.
- Working closely with staff across departments to implement growth strategies.
- Developing and implementing sales strategies, client service and retention plans, and analyzing sales data to inform or update marketing strategies.

**3.Company :** NET AMBIT

**Designation:** Admission Officer

**Time Period :** March 2023 to – Continue

**Discription :**

- Working closely with staff across departments .Conducting zoom meetings.
- Responsible for admission process of clients.
- Product pitching over the zoom and introduce them with our USP.

**Educational Qualification**

**BACHELOR IN COMMERCE (B.COM) 2017 CGPA :7.50**

**PUC 2014**

BIHAR STATE BOARD CGPA:

6.35

**SSLC 2012**

BIHAR STATE. BOARD

CGPA:7.75

**Certificate**

- National Institute of Electronics & Information Technology ( N.I.E.L.I.T ) Course of computer concepts ( CCC )
- GOOGLE Fundamentals of digital marketing
- UDEMY Excel from basic to advance
- GREAT LEARNING Business Finance foundation
- Assist the drafting business plans, sales pitches, presentations, reference material  
Demonstrate strong interpersonal skills with the ability to engage effectively with various levels of management, staff, clients, parents.

**Personal Details**

- Nationality: Indian
- Marital Status: Single
- DOB: 02-02-1996

I hereby state that information stated above is true to best of my knowledge.

**RASHMI ROY**