
Jay Saxena

Assistant Manager - Inside Sales

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Highly qualified Admissions Advisor with experience supporting students' transition from highschool to higher education. Excels of guiding students to make and meet academic goals. Takes pride in creating supportive environments and encouraging positive interactions, Proven professional and self-starter with excellent communication skills.

EXPERIENCE

Unext Learning, Noida - *Assistant Manager-Inside Sales*

April 2022 - April 2023

- Explained Institution's fees structure, amenities,courses offered and facilities to prospective students and parents .
- Assessed student interests and skills and provided strategic information about pursuing suitable courses.
- Playing an individual role with a handling team of 5 members.

Revisewise Education, Noida - *Education Counselor*

October 2021 - March 2022

- Mentored low achieving students to develop plans for grade improvements.
- Provided emotional support and counseling for students struggling with pressures of school life..

Wipro, Greater Noida - *Customer Service Executive*

September 2020 - May 2021

- Maintained customer satisfaction with forward thinking strategies focused on addressing customer needs and resolving concerns..
- Responding to customer calls and emails to answer questions about products and services..

EDUCATION

AKTU University , Bareilly - *B.tech*

August 2015 - June 2020

AWARDS

- ❖ **Best Employee Award for sales in July, August, September 2022-
Unext Learning**

SKILLS

- Communication
- Team Handling
- Counseling
- Convincing

HOBBIES

- Traveling
- Watching Movies
- Listening Music