

Curriculum Vitae

Minali Grover

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Career Objective:

To make a successful career and to work for an organization this provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

Skill Set:

- Professional Etiquettes
- Good presentation skills
- Ability to deal with people
- Diplomatically willingness to learn
- Team facilitator

Scholastics:

- Completed Postgraduation from Welingkar institute of management.
- Completed B.B.A General from Satyug Darshan Technical Campus Secured Aggregate-67%
- Passed XIIth class from Bharti Public School, Swasthya Vihar (Delhi). Secured -78 % Marks
- Passed Xth class from Delhi Convent School, Ganesh Nagar (Delhi). Secured - 80% Marks

Technical Skills:

- Application Packages: MSOffice 2003, 2007, 2010

Professional Experience:

- 10 Months working in Manipal university as an Admission counselor.
- 6 Months senior customer service executive in jeevansathi.com.
- 1year contract-based job at Wiley India Pvt. Ltd. as Consultant in library sales

- Approaching Librarians of Colleges all over India on calls and sell digital resources in packages of online journals and books. Worked on different projects in library sales.
- Managing client's database and follow up to that to achieve maximum output in given database.
- Working on MS office

Half year Full time job as a counselor in Review adda.com

I did Paid Internship in MAD Marketing Pvt. Ltd. from

- Gathering data base of artists
- Calling and counsel them about their Artwork bulk emailing to artists
- Maintaining MIS and maintaining database

Achievements and Awards:

- Compete in Inter College Group discussion competition reached to Quarter finalist.
- Won 2nd prize in Solo Dance Competition.
- Ranking Merit list in Graduation

Languages Known:

- Can Speak, Read and Write English, Hindi

Extra-Curricular Activities:

- Participated in many cultural group dances. Participated in Social Welfare Act.
- Completed with the foundation course in yoga from Morarji Desai National Institute of Yoga
- Compete in Inter college debate competition reached to quarter finalist.

Hobbies:

- Listening to Music & Dance

Personal Dossier:

- Date of Birth: 08/12/1994
- Languages: English, Hindi, Punjabi
- Address: Delhi 110092