

RESUME

MUSKAAN SAXENA

OBJECTIVE

- To secure a challenging position in a reputable organization to expand my Learning, knowledge, and skills.
- Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

CONTACT

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HOBBIES

- Singing
- Cooking

EDUCATION

<i>Examination</i>	<i>Institute</i>	<i>Year</i>
10th	CBSE	2015
12th	CBSE	2017
Graduation	Delhi University	2020

WORK EXPERIENCE

NMIMS (Senior Admission Counselor)

(April – 2019 to June 2020)

- Fetching leads from online portal.
- Making calls around 150-170
- Responsible for generating Business for the company

NMIMS (Senior Admission Counselor)

(November – 2021 to August 2023)

- Fetching leads from online portal.
- Making Cold calls to prospects 150-170
- Responsible for generating Business for the company
- Documents uploading of the students.
- Making Re- Registration Calling
- Working on outlook for mailing to RC.

**Univo Edtech Pvt Ltd (Admission Counselor)
(January – 2024 to May 2024)**

- Fetching leads from online portal.
- Making Cold calls to prospects 150-170
- Responsible for generating Business for the company

SKILLS

- Ability to take initiative, Multi-tasking Work independently & in team.
- Knowledge of Outlook
- Knowledge of MS-Office, MS Word, Excel, Internet etc.
- Knowledge of Salesforce and Lead squared

DECLARATION

I do hereby declare that the information given above is true and correct to the best of my knowledge.

Place :New Delhi

(Muskaan Saxena)