

Vishal Saroha

Sales and Administration

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Encouraging manager and analytical problem-solver with talents for team building, leading and motivating, as well as excellent customer relations aptitude and relationship-building skills, Proficient in using independent decision-making skills and sound judgement to positively impact company success

Experience

- **Assistant Manager - Sales and Administration (Roots Education)** *Dec 2022 - Present*
 - Developing strategy to increase sales and driven profit.
 - Monitoring Cash intake and deposits records, increasing accuracy and reducing discrepancies.
 - Maintaining records of students enrollment, dues and collection.
 - Generating scalable business through exceptional customer service and providing solution for any concern raised.
 - Responsible for the smooth running of all aspects of the center.
- **Sales Executive (SS Overseas)** *June 2022 - Nov 2022*
 - Generating leads to enrollments.
 - Need to do cold calling conducting demo sessions.
 - Maintain strong follow-up with the clients.
 - Clarify doubts of students and parents.
- **Sales and Marketing Executive (Mittal Overseas)** *Sep 2019 - Oct 2021*
 - Maintaining Clients relations.
 - Coordinating with media representatives and sponsors.
 - Contributing to the development of marketing strategies.
 - Conducting online social media campaign.

Education

- **Himalayan University** *2020-2022*
 - Masters in Journalism and Mass Communication
- **Himalayan University** *2017-2020*
 - Bachelor in Journalism and Mass Communication
- **Navyug Public School (CBSE)**
 - 12th Standard *2017*
 - 10th standard *2015*

Skills

- Decision making
- Motivation and persuasion
- Listening and interpersonal skills
- Verbal communication
- Problem-solving
- Analytical Skills
- Time Management
- Supports diversity