

Nancy Sethi Singh



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Olive County, Vasundhara Sec-5,
Ghaziabad 201012.

Experienced Sales Operations professional, motivated and results driven with a proven track record. Well versed in sales tracking, order tracking and management, revenue forecast, bid lifecycle management. Also trained education counsellor & strategized on how to introduce new products/educational services to execute on-going and new business initiatives pan-India. Customer centric professional with excellent communication, presentation and digital marketing skills, Well versed in sales data analysis.

Experience & Skills

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| <ul style="list-style-type: none">• Communication Skills• Learning & Development• Sales operations• Sales forecast tracking• Lead generation & management | <ul style="list-style-type: none">• Well versed in CRM Tools - Salesforce, ZOHO• GTM, new product roll out management & promotion |
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PROFESSIONAL EXPERIENCE

Federal Institute of Hotel Management (FIHM Noida)

Sr. Business Development Associate (August 2022-March 2023)

- Develop & execute business plan to establish a footprint of the company in the education sector.
- Responsible for forecasting sales and tracking the same.
- Deliver revenue.
- Lead and manage teams to ensure that they meet their assigned KPIs.
- Manage large customer databases using Salesforce.

T-series - Stage Work Academy

Business Development Associate (July 2021-August 2022)

- Plan GTM strategy for its market presence and growth.
- Strategize and curate learning and development courses for the students and parents for a holistic understanding of the academy.
- Cold calling and converting leads into opportunities.
- Managing large customer databases using Salesforce.

NRAI School of Mass Communication

Business Development Associate (Dec 2019-June 2021)

- Oversee the sales process for the business.
- Booking and bill tracking
- Handle paperwork and maintain records for all loan processes.
- Cold calling and converting leads into opportunities.
- Counsel parents & students.
- Maintain and update records of students and their admissions.

Sudarshan News

Producer (Jan 2016 - Dec 2019)

- Handling Tickets, writing scripts and coordinating with the assignment teams
- Field reporting and anchoring
- Voice Over Artist

EDUCATION

2017-2019	<i>Symbiosis International University</i> Masters in Business Administration (MBA) – Specialization in Human Resources
2013-2016	Galgotia's University Bachelor's in Mass Communications
2011-2012	Andhra Education Society/ 12th Commerce with Maths
2009-2010	Andhra Education Society/10 th CBSE

Awards & Internships

- Best counsellor for the Session Sep 2022 to Dec 2022 in FIHM.
- Best Anchoring Award by Jagran Newspaper in College.
- Awarded for top lead Generator in Fashion Course by T-series.