

SIMRAN SARDANA

Digital Marketing Executive

ABOUT ME

Highly motivated and results-driven, can work in a challenging environment by exhibiting my skills with the most sincerity and dedication and perform efficiently in the organization to bring growth and development leading to organizational growth. I am eager to contribute my skills and knowledge to a dynamic organization.

CONTACT

📞 9654352219

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📍 Delhi, India

EDUCATION

Sachdeva Public School
Accounting and commerce
completed in 2021

Delhi University
Bachelor Of Commerce
2021-2024

EXPERTISE

- Management Skills
- Presentation Skills
- Decision Making
- Content Writing
- Critical Thinking
- Leadership
- Communication
- Proficient in Office Automation - Ms Word, Ms Excel, Ms Powerpoint

LANGUAGE

English
Hindi

Experience

Shri Ram Wonder Years | Admission Counsellor

2022 -23

Key Responsibilities :

- Guiding and Supporting Students
- Critical Thinking
- Leadership
- Communication
- Proficient in Office Automation - Ms Word, Ms Excel, Ms Powerpoint
- Along with this handled parents enquiries and converted

Digital Marketing Executive | Digital Hikes

2022-23

Key Responsibilities :

- As a digital marketing executive, I was responsible for creating high-quality, engaging content across various formats, such as blog posts, articles, videos.

Golden Bells Early Years | Academic Counsellor

2024

Key Responsibilities :

- Handled enquiries
- Excellent verbal and written communication skills
- Handled Financials (Through Cash and Credit Card)
- Given school tour
- Presentation Skills
- Build relationships with Parents
- Developing admission strategies
- Multi-line telephone systems
- Time Management
- Customer Service
- Problem Solving Skills
- Experience in Coordinating