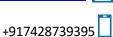
# Salony Upadhyay

salonyupadhyay1511@gmail.com



Team Management | Management Consulting | SAP Counsellor | BCA MDU Rohtak

#D 63, Block-D,Gali No.-02,Om Nagar Meethapur, New Delhi-110044



An energetic and performance driven professional aiming to work with an established and valued organization in analytical and consulting domain, with the desire of a promising position that provides both challenging and enriching experiences for growth.

#### **WORK EXPERIENCE:-**

I Working as SAP Counsellor with Estival Technologies Pvt. Ltd, Noida from Feb-24 to till date

#### JOB RESPONCIBILITY:-

- Effective SAP Counselling of Learners/professionals about SAP & IT Products/Services
- Ensure a stable and growth based cash flow for the branches allocated
- Maintain communication with learners through various channels
- 2 Submission of sales reports, bringing improvement in Business Growth Initiatives
- Responsible for Improvising the Sales Automation processes
- Support Junior level counsellors with their targets
- 2 Work with senior team members and management to identify and manage risks.
- 2 providing an effective business experience to learners, mentors, clients.
- 2 achieving monthly, Quarterly sales targets for Admissions
- managing the Learning experience of the learners
- Relationship Building and Negotiation with Vendors/ Partner

II Worked as Education Counsellor with Global Academy, Faridabad from March-23 to Feb-24

## JOB RESPONCIBILITY:-

- Provide direct assistance to undergraduate students seeking advice about program planning, academic resources, special academic opportunities, rules and policies, graduation requirements
- ☑ Ensure that paper and electronic documents pertinent to the CS&E undergraduate programs (including brochures, web material, on-line forms,) are kept up to date
- 2 Keep informed of University, College of Arts & Sciences, and College of Engineering policies
- Respond to faculty/staff inquiries regarding undergraduate programs

- Help maintain advising database and departmental website
- Track and follow up with students involved with undergraduate research
- Monitor and triage all email
- Provide academic advising for new and continuing undergraduate students on course selection and programs of study
- Prepare applications for admission to the major, graduation applications, graduation petitions, and satisfactory progress petitions
- ② conducts academic assessments developing courses of academic action for students pursuing on and off duty education leading to postsecondary and graduate degrees

#### III Worked as Sales Executive

Anantaa GSK Innovations Pvt.Ltd. Faridabad from June'22-Feb'23

### **Achievements & Experience**

- 2 Experience in serving Pharmaceuticals, E- Commerce, Medical Equipment's, Healthcare.
- Experience in team handling & monitoring team quality.
- ② Worked as a Sales Support Executive and was part of many sectors to serve client.

#### **EDUCATION:**

- BCA(Bachelor of Computer Application)
  MD University, Rohtak (Haryana)
- 12th, CBSE Board 2018-2019
- 10th , CBSE Board 2016-2017

#### **TOOLS USED AND LANGUAGE:**

- MS Office Tools
  Professional Working Proficiency
- English
  Full Professional Proficiency
- Hindi
  Native or Bilingual Proficiency

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Salony Upadhyay