




Salony Upadhyay

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

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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 RESPONSIBILITY:-

- ☑ 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
- ☑ Submission of sales reports, bringing improvement in Business Growth Initiatives
- ☑ Responsible for Improvising the Sales Automation processes
- ☑ Support Junior level counsellors with their targets
- ☑ Work with senior team members and management to identify and manage risks.
- ☑ providing an effective business experience to learners, mentors, clients.
- ☑ 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 RESPONSIBILITY:-

- ☑ 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
- ☑ 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
- ☐ 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

- ☐ Experience in serving Pharmaceuticals, E- Commerce, Medical Equipment's, Healthcare.
- ☐ Experience in team handling & monitoring team quality.
- ☐ 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.

New Delhi

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