VENUKA SINGH

Address: 61/1 Nanak Pura, Moti Bagh, New Delhi 110021

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**Objective**

To leverage my intelligence and skills in a reputable organization, contributing to its growth while pursuing a rewarding career as a dedicated professional in education sales.

**Academic Qualifications**

Senior Secondary (10+2) – National Institute of Open Schooling (NIOS), 2024

Secondary (10th) – National Institute of Open Schooling (NIOS), 2021

Skills

Proficient in basic computer operations

Fast and accurate typing skills

Proficient in MS Office (Word, Excel, PowerPoint)

Expertise in client relationship management and sales strategy execution.

**Professional Experience**

Tele caller – sales

Silaris , New Delhi

June 2024 – July 2024

Assistant Manager – Education Sector

Young Leader’s , New Delhi

July 2024 – September 2024

Promoted and sold educational programs and solutions to prospective students and parents

Engaged with schools and educational institutions to drive enrollment growth

Maintained a high customer satisfaction rate by providing personalized advice to meet the educational needs of clients

Consistently achieved and exceeded monthly sales targets by 20%

Developed and implemented marketing campaigns to boost brand awareness in targeted regions

**Personal Skills & Interests**

Strong verbal and written communication

Eager to learn and adapt

Enthusiastic about teamwork

Natural leadership qualities

Ambitious and optimistic

**Personal Details**

Father’s Name: Rajender Singh

Date of Birth: 19th December 2002

Gender: Female

Marital Status: Unmarried

Nationality: Indian

Languages Known: English, Hindi

Permanent Address: 61/1 Nanak Pura, Moti Bagh, New Delhi 110021

Declaration

I hereby declare that the information provided is true and correct to the best of my knowledge.

Place: New Delhi

Signature:

Venuka Singh