

shivantidandona.4799@gmail.com

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Gurugram , India 122003

Shivanti Dandona

Skills

Basic knowledge of Microsoft office (Excel, Word, Power Point)

Communication: Effective verbal and written communication, active listening, negotiation.

Teamwork: Collaboration, conflict resolution, and working in cross-functional teams.

Problem-solving: Analytical thinking, decision-making, creative problem-solving.

Time Management: Task prioritization, goal-setting, meeting deadlines.

Customer Service and Sales Skills

Customer Relations: Building rapport, active listening, handling complaints.

Sales Techniques: Negotiation, upselling, closing deals, lead generation.

Education And Training

09/2021

Bachelor Of Commerce:
Indra Gandhi University Meerpur
Haryana

12th Completed In :
Oxford International School
Rewari

10th Completed In :
Oxford International School
Rewari

Summary

Professional sales executive with several years of experience attending to customer needs and converting prospects to increase sales. Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

Experience

Virohan Healthcare Institute - Admission Director

Gurugram
03/2024 - 05/2024

- Developed and implemented an admissions strategy to increase applicant enrollment.
- Analyzed student data to identify trends in enrollment patterns and develop strategies to address them.
- Developed and implemented individualized academic plans for students to ensure successful graduation.
- Advised students on course selection based on their interests and strengths and weaknesses.

College Dekho - Carrer Counselor

Gurugram , India
09/2021 - 03/2024

- Provided comprehensive career counseling services to individuals
- Assessed clients' skills, interests, abilities, values, and personality type in order to develop an effective graduation / post graduation search strategy
- Developed individualized action plans for clients seeking best course for them or transitioning into new careers.
- Assisted in the development of college and career readiness plans for graduating seniors.
- Advised students on course selection based on their interests and strengths and weaknesses.
- Assisted with college application process by providing information about deadlines, financial aid opportunities.