



# SUMAN JAT

## ABOUT

As a Relationship Officer with extensive experience in counselling and consultancy, I have worked with two of India's largest edtech companies. I am dedicated to helping individuals achieve their educational and career goals through personalized and impactful advice. My passion for continuous learning ensures that I stay updated with the latest industry trends to deliver top-notch consultancy services.

## EXPERTISE

- Counseling
- Consultative Selling
- Research Skills
- Lead generation
- Business Relationship Management
- Customer Relationship Management (CRM)
- Excellent Communication Skills

## CONTACTS

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📍 Mansarovar, Jaipur

## WORK EXPERIENCE

### RELATIONSHIP OFFICER

Vedantu Pvt. Ltd.

May 2024 - Present

- As a School Relationship Officer, I facilitate admissions for tuitions in NEET, IIT JEE, and Foundation courses. My role involves providing counseling to students, guiding them through educational decisions, and managing the company's operations within schools. I am dedicated to fostering strong relationships with schools and ensuring students receive tailored support to excel in their academic pursuits. This position allows me to combine my expertise in counseling with effective management to contribute significantly to both student success and organizational growth.

### RELATIONSHIP MANAGER

Opesh International Pvt. Ltd.

Dec. 2023 - March 2024

- At Opesh International Pvt. Ltd., I held the role of Relationship Manager, specializing in consultancy across import, export, manufacturing, and mining sectors. Central to my role was cultivating and managing client relationships to foster business growth and success. In addition to these responsibilities, I assumed leadership of the sales team, implementing strategies that ensured seamless coordination and achievement of sales objectives. Through my comprehensive approach to relationship management and sales leadership, I contributed significantly to enhancing operational efficiency and driving sustainable business development at Opesh International Pvt. Ltd.

### ADMISSION COUNSELLOR

Unacademy Pvt. Ltd

(1 Year)

- During my tenure at Unacademy, I played a pivotal role in delivering comprehensive counseling services to students aspiring for admission into NEET, IIT-JEE, and Foundation courses. I facilitated the admission process by meticulously explaining course offerings and guiding students to make well-informed decisions. My responsibilities included providing personalized advice and support, ensuring a seamless admission experience that fostered academic growth. Through these efforts, I significantly contributed to students' educational journeys, aligning their ambitions with the diverse learning opportunities offered by Unacademy.

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## Telecalling & Graphic designer

(1 Year)

- I have extensive experience in creating posts, content, and graphics for social media pages, specializing in effective online marketing strategies. My responsibilities included managing business pages, optimizing content for engagement, and running targeted ads across various social media platforms. I successfully leveraged analytics and trends to refine marketing campaigns, enhancing brand visibility and customer engagement. This role allowed me to contribute to the growth of businesses by strategically enhancing their online presence and driving impactful digital marketing initiatives.

## EDUCATION

Bachelor of Science  
Rajasthan University

2018–2021

High school  
RBSE Board

2018

## PROFESSIONAL DEVELOPMENT

Office administration course (ICICI Academy)  
Jaipur

2022

Sales Training (ICICI Academy)  
Jaipur

2022

## PERSONAL DETAILS

Age - 23

Hometown - Jobner, jaipur

## REFERENCE

Lokesh Dalai  
(Reporting Manager), Vedantu

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