

Pragati Tyagi

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Add- Vijay Nagar Ghaziabad



SUMMARY

Inside Sales Associate with 3 years of experience and seeking to obtain a position in your organization, where I can utilize my experience and skills so that we can grow the business in an effective manner.

EDUCATION

B.sc From CCS University in 2018

12th From UP Board in 2013

10th From UP Board in 2011

EXPERIENCE

Corpseed Ites Pvt.Ltd

March to December (10 Months)(As a Receptionist cum Hr admin)

Role And Responsibilities

- **Handil Multiple Task .**
- **Manage All Inventory related task.**
- **Follow-up for the vendor payments.**
- **Maintaining Stationery Stock.**
- **Maintain & update courier register on daily basis.**
- **Update calendars and schedule meetings.**
- **Arrange travel and accommodations, and prepare vouchers.**
- **Keep updated records of office expenses and costs.**
- **Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing.**
- **Plan event and festival decoration,birt birthday decoration cake and handil all type of task many more.**

Errorkart (Online tek support IT solution)

April 2023 to November 2023

8 months worked

Profile:-

Business Development associate (Presales & Lead generation)

Role And Responsibilities

- **Categorize and qualify new clients.**
- **Prospect new clients through lead generation, follow-up, cold calling via Email whatsapp and calling.**
- **Searching client Via Linkedin and other from other resources to fulfil company requirements**

Inside Sales Associates (Direct Sales)

SNT INFOTECH PVT.LTD(VASHUNDHRA)

22 Nov 2021 to 13th Feb 2023 (14 Months)

➤ **Role And Responsibilities**

- **Convert Pre generated leads into potential leads**
- **Regular Egagement with leads maintain leads on CRM post follow-up**
- **Taking Follow-up for Payment and for other needs to increase business**
- **Targeting to new member also to increase the revenue of the company searching for leads from myself.**

Education Counsellor

GCETL EDUCATION INTITUTE (NOIDA)

21 Nov 2020 to Sep 2021 (11 Months)

➤ **Role And Responsibilities**

- **Calling on cold data and finding students who are looking for Admission for higher studies**

- Taking follow-up for exam related query ,fee related information and marksheet submission giving all the related information Via calling SMS etc.



SALES SKILLS

- Effective Communication.
- Relationship building.
- Following Up.
- Customer Service.
- Problem Solving.
- Sales Demoing.
- Negotiating.
- Patience Level Good.
- Lead Generation
- Email Etiquette
- Crm Knowledge
- Appointment setting

Hobbies:

Listening Music, Travelling and Hardworking

Family Details

Husband's Name::Mr. Mirtunjay Pandey

Date of Birth :: 28-Aug-1998

Gender :: Female

Nationality :: Indian

Language Known :: Hindi & English

Declaration:

I hereby declared that information provide above is true to the best of my knowledge and belief