

Harshit Jindal

Address: Gurugram | Mobile: +91 9690225262 | Email: jindalharshit858@gmail.com

EDUCATION

IMS Unison University

Dehradun, India

- Master in Business Administration at Finance and Marketing
○ Concentration in Finance, Accounting and Marketing Management
- CGPA : 8.08
- Project : Impact of GST on Indian economy

2020-2022

P.N.G.Govt.P.G College

Ramnagar, India

- Bachelor of Commerce
○ Business Management
- Percentage : 63.72%

2017-2020

Relevant coursework: Financial Planning, Investment Planning, Operation research, Sales, Business writing, Business Management, Microeconomics, Macroeconomics, Quantitative Analysis, and Applied Statistics.

PROFESSIONAL EXPERIENCE

UpGrad Abroad

Noida, India

- *Admissions Counselor- Study Abroad* October 2023-January 2024
 - Counselling potential learners, helping them plan their career path and understanding how upGrad can catalyze their career.
 - Carried monthly enrolment/revenue and collection targets.
 - Owned the complete sales closing life cycle for leads assigned, this includes making phone/video calls, product demonstration, sales closing and post-sales relationship management.
 - Maintained a detailed database of all the interactions on the CRM with the learners and provided constant feedback to the marketing team.

SUNSTONE

Gurugram, India

- *Associate Manager- Inside Sales* February 2022-September 2023
 - Developed loyal and highly satisfied customer base through proactive management of team customer service strategies.
 - Visited Pune to meet with 50 Clients and 15 Institutes, successfully securing deals with 35 clients and 8 institutes, thereby strengthening the company's position in the market.
 - Managed process flows, operational support and customer retention management.
 - Defined clear targets and objectives and communicated to other team members.

UAS International Pvt Ltd.

Gurugram, India

- *Intern, Wealth Management (Public Sector Banks)* August – September 2021
 - Focusing on learning about different financial sectors, ADDIE Models and Taxation.
 - Conducted evidence gathering activities by collaborating with finance and accounting department at each respective clients audited.
 - Evaluated over 10 clients for each account with significant risk and summarized results to the lead auditor.

Vishwanath Paper & Board Pvt Ltd.

Kashipur, India

- *Summer Intern, Finance & Account* June – July 2021
 - Executed vendor setup and payment, and maintain the records.
 - Supported operations management, sales and other marketing effort to increase revenues.
 - Managed time efficiently in order to complete all tasks within deadlines.

SKILLS

- **Languages:** Hindi, English
- **Computer:** Proficient in Microsoft Excel, Word and PowerPoint, SPSS, CRM, JIRA

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ADDITIONAL INFORMATION

- **Interests:** Gaming, cycling, and travel
- **Certificates & Achievements:** Twin Win (Personality development certificate), Lean Six Sigma Green Belt, Microsoft Excel
- **Additional education:** Summer course at the IBT Institute Private Limited (2019), completing a 6 month intensive course on Bank P.O/ Clerk, SSC, Insurance and CTET examinations.