

SmritiMishra

Business Development Manager

Career Highlight

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With 5+ years of people leadership experience within diverse industries at an organizational level with key focus on building systems, culture, commitment and competence. 360-degree experience, cross-industry career, supports me to create modern-day strategic solutions which are linked to the business.

I have the gift of the gab and my proactive nature, presentation and communication skills are strengths that I can count on.

PROFESSIONAL EXPERIENCE

Career Counsellor

Margdarshan Institute, February 2014 – June 2016

- Worked for the growth of the centre and successfully managed a conversion of more than 80%.

Centre Manager Cum Counsellor

T.I.M.E, July 2016 – June 2019

- Managed a team of more than 25 employees.
- Expanded the business by 5X.
- Successfully implemented HR facilities and training programs.
- Representing employees at the management level

Manager Cum Admission Head

Cogent Pathways, July 2019 – till date.

- Payroll Management
- Taking care of In-bound leads for the admission.
- Successfully run several marketing events.

Achievements

- Among top 5% student in MBA, Magadh University.
- Integral Member of Annual Fest Committee, successfully raised the funding for the same at college level.
- Awarded with HelpAge India certificate for social work.
- Successfully completed a project on *G-Marketing and HR solutions*.

EDUCATION

Master of Business Administration (MHRM)

Magadh University
(First Class)

BCA (Hons.) in Computer Application

Magadh University
(First Class)

KEY SKILLS

Team Management



Leadership, Public Speaking



Business Development



Client Handling



Ms-Office



Communication Skills



Languages

English



Hindi

