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|  **Nandini Raj** |
| PROFESSIONAL PROFILEClear and confident communicator, with a desire for providing an outstanding client experience. Highly organized and can keep my eye on multiple streams of work at once, and flexible to effectively manage client demands and resource. |  +91-9973690898 |
|  **222A,Ishram House, Shapurjat, Hauz khas, New Delhi- 110049** |
|  **n****andiniraj117@gmail.com** |
| EDUCATION |   |
| Intermediate - Humanities |
| \*12th from S.J.C. School Patna |
| \*10th from S.J.C. School Patna\*Graduation from P.W.C. Patna |
| EXPERTISE* Client management expertise
 |
| * Fine-tuned organizational skills
 |
| * Ability to prioritize
 |
| * Flexible and adaptable
 |
| * Clear communicator
 |
| * Friendly and approachable attitude
 |
| * Effective problem solver
 |
| * Patient and empathetic
 |
| * Ability to work well as part of
 |
| a team or individually. |
| * Ability to work effectively with
 |
| multiple deadlines. |
| * Approach problems with a positive
 |
| attitude. |

Lokesh Sharma

+91-9711851744

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New Delhi – 110045

lokeshsharmacs20@gmail.com

**U Block, 55/1, DLF**

**Phase-3 Gurgaon**

**- 122002**





 WORK EXPERIENCE

 **CAREER COUNSELOR**

 **First Education Commerce Institute**

* Regular client communication via call & Email for better Coordination
* Submit applications for analysis, verification and recommendation
* Handle customer complaints and take appropriate action to resolve them

 **SENIOR BUSINESS ASSOCIATE**

 **Direct Admission Group**

* Handling all manner of client queries and issues.
* Working closely with Client Service, Quality Assurance and Development teams to ensure our clients get the best experience in Support
* Timely responding and resolving client’s queries and issues
* Providing best possible path to the customers



WORK EXPERIENCE

**Certified Digital Marketing**

**Consultant**

Digiperform

**B.Tech || Computer Science**

UPTU, Mathura, Uttar Pradesh

**Jan 2018**

**Nodal Officer- Airtel (Sr. Operation Executive)**

**Aegis Global || Gurgaon || Aug 2016 – Jan 2018**

# PERSONAL DATA

 **PRODUCT COUNSELOR**

 **MYPAT (FIITJEE Institute)**

* Providing information to the aspiring students about the different products offered by the company
* Assisting students to select the product best suited according to their needs

* Date of Birth :  **16-10-1997**
* Gender : Female
* Nationality : Indian
* Marital Status : Unmarried
* Languages Known: English, Hindi

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# ACHIEVEMENTS

* Star Performer of the Month

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ADDITIONAL DIGITAL SKILLS

* Power point
* Email access
* Microsoft Office
* Web and social skills
* Social Media Marketing (beginner level)

# INTERESTS

* Reading articles

Cricket

* Travelling
* Cooking
* Art and Culture

# SKILL ANALYSIS

ADDITIONAL DIGITAL SKILLS

 Strong hands-on management of Google AdWords campaigns

 Social Media Marketing

 Website Management through WordPress

 Search Engine Optimization

 Lead Generation and Email Campaigns

* Client interaction & communication
* Ability to prioritize
* Flexible and adaptability
* Positive attitude
* Leadership

**DECLARATION**

I Hereby declare that all the information about above are absolutely correct and trustable.

**Nandini Raj**