

Name: Anjali Aditya

Address: Nehrugram Rd, Nathupur, Uttarakhand Dehradun (UK), 248005

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Career Objective

Seeking a challenging role in a reputed organization where I get hands-on knowledge and ample opportunities to utilize my potential to the best of my ability.

Work Experience

Sales Coordinator

GTS SPEEDOSALES

25th /Dec/2020 to 31st /Apr/2021

- Coordinate sales team by managing schedules, filing important documents and communicating relevant information
- Ensure the adequacy of sales-related equipment or material
- Respond to complaints from customers and give after-sales support when requested
- Store and sort financial and non-financial data in electronic form and present reports

Admission Counselor/Sales Executive

Himalayan Institute of Technology

21st/June/2021 – 1st/May/2022

- Front Office: Greeting and welcoming guests, receiving and delivering all incoming and outgoing mail and packages, answering all calls and directing as needed, scheduling meetings, and coordinating office activities.
- Follow-up Review prospective student applications for college admission
- with students to verify any application issues, including discrepancies or missing information
- Perform college administrative and clerical activities when needed.

HR Executive (Sourcing)

ACS Networks & Technologies

21/May/2022- 28/Feb/2023

- Reaching out to target talent via social networks
- Designing & conducting engaging talent outreach campaigns.
- Speaking with applicants about requirements to drive applications & engagement.
- Doing the first-round screening for applicants & ensure a strong candidate experience.

Academic Details

- Master's in Business Administration from Graphic Era Hill University with Specialization in Marketing and Human Resources in 2021.
 - Graduated in B.com (Hons) from Graphic Era Hill University in 2019.
- High School from Sunrise Academy, Dehradun (ICSE) in 2014 and Intermediate from Sunrise Academy, Dehradun (ISC) in 2016.

Internships

Panigrahan Matrimonial Services (OPC) Pvt Ltd

Title: Digital Marketing

Duration: 3 Months (18 May – 18 August) 2020.

Mandatory Trendz

Title: Business Development (Sales)

Duration: 1 Month (17 May- 17 June) 2020.

Under a CA (Jaideep Dutta)

Title: Trainee

Duration: 1 Month (15 June- 15 July) 2018.

CERTIFICATIONS

- Certification in “The Fundamentals of Digital Marketing” April to May 2020.
- Certification Course in “Advance Excel” (15 May- 14 June) 2020.

Co-Curricular Activities

- . Participated in School events like- “Biz Quiz’s state level Commerce Quiz and USP THE SURVIVOR 3.
- . Participated in State Level Taekwondo Championship.
- . Participated in College Events like Random Bits, Beat the time, Brand trend and Jam session of Communication

Personal Qualities

- Strong leadership and motivational skills.
 - Ability to handle pressure
- Excellent in communication in written and verbal both.

Hobbies

- Listening to music
 - Art/Craft
 - Reading
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Personal Details

- Father’s Name: Mr Vijendra Kumar Aditya
 - Mother’s Name: Mrs Shambha Aditya
 - Date of Birth: 20 July,1998
 - Languages Known: English and Hindi
 - Marital Status: Single
 - Nationality : Indian
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Place: Dehradun

Signature: Anjali Aditya

