

TRIPTI DETWANI

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JOB OBJECTIVE:

To pursue a career that serves as a continuous learning curve and provides an opportunity to add the value chain. I want to learn, assimilate, contribute and grow with the organization that I work for.

ORGANIZATIONAL EXPERIENCE:

Having an Experience of 9 years in Sales and Marketing

1) Worked with VLCC HEALTHCARE LIMITED, Lajpat Nagar from April 2019 till 3rd September 2020

- * To convert leads into Admissions.
- * To generate business for organization.
- * Handling Billing and DSR
- * Managing Reception Area
- * Communicate with the clients (parents) information regarding the fees and mode of payments.
- * To increase collection of the branch.

2) Worked with MOTHER'S PRIDE SCHOOL, Ashok Vihar from July 2015 till January 2019

- * To convert leads into Admissions.
- * To generate business for organization.
- * Communicate with the clients (parents) information regarding the fees and mode of payments.
- * To increase collection of the branch.

3) Freelance Admission Counsellor at NIPS(Noble Institute of Professional Studies, Ashok Vihar)

- * Ensuring that they are serviced and counselled well from start to finish
- * Outreach work to promote universities

4) Previous working experience as a Business Developer at Mother Pride School, Gurgaon from 2012 till Mar 2015

- * To convert leads into Admissions.
- * To generate business for organization.
- * Communicate with the clients (parents) information regarding the fees and mode of payments.
- * To increase collection of the branch.

5) Admission Counsellor at SERVTC(Coordinator Centre of Bharati Vidyapeeth University)

- * Ensuring that they are serviced and counselled well from start to finish
- * Outreach work to promote universities

- * Guide clients(Students) with regards to the financial aspect of university applications i.e. the different sources of funding, scholarships, bank loans etc and also provide visa counselling once they receive acceptance..
- * Communicate with clients (students) via phone, email, chat and other modes in a professional manner
- * Pre-Nursery Teacher at Mother's Mount School
- * Managing time well plus become an excellent decision maker.
- * Good writing and spelling skill.
- * Implements instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- * Maintains effective and efficient record keeping procedures.
- * Demonstrates gains in student performance.

6) Freelance Admission Counsellor at Asia Web Media

- * Directs one of admissions' major areas such as personnel, recruitment, processing, orientation, counselling or advisement of transfer students.
- * Coordinates high school student recruitment and counsellor relation program.
- * Plans visitation days, conferences, and other recruitment programs.
- * Coordinates student and faculty groups to assist with recruitment programs.
- * Handling entire process of admissions.
- * Providing on time certificate to students

ACADEMIC DETAILS:

- * M.B.A. in Human Resource from Bharati Vidyapeeth University (2011)
- * B.B.A from Guru Nanak Dev University (2009)
- * 12[th] from Manav Sthali School (2006)
- * 10[th] from Manav Sthali School (2004)

EXTRA CURRICULAR ACTIVITIES & ACHIEVEMENTS:

- * Handled Project on Training & Employee Motivation during MBA Internship (2010).
- * Won several debate and declamations contest at Inter School Events.
- * Participated in various cultural events during at School and College level.

IT SKILLS:

- * Conversant with MS Office, Internet Applications.

PERSONAL DETAILS:

Marital Status: Married

Date of Birth: 3rd May 1988

Languages Known: Hindi, English & Punjabi

Hobbies: Reading, Listening music, playing indoor games

DECLARATION:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:

Place

(Tripti Detwani)

