**REHA VERMA**

ATS Village, Sector 93 A, Gautam Buddha Nagar,

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*Desire to become an asset to the company and enthusiastically interested in utilizing my analytical and professional skills for worth conception in line with the development of the organization.*

# Professional Experience

## Morris Speech Therapy, Morristown, New Jersey, usa

## Administrator, November 2021 – Present

## Coordinating office activities and operations to secure efficiency and compliance to company policies

## Manage agendas/travel arrangements/appointments etc. for the upper management

## Working productively with the schedulers, therapists, therapist coordinator and billing department

## Reporting Key metrics ay NWP Meeting including new patients contacted, onboarded at different phases

## Engaging in strategic planning for company growth and responsibility for specific portions of growth plans

## Assisting in managing all scheduling and rescheduling of patients

## Calling new patients and creating a face sheet for them

## BK GARMENTS PVT LTD, Noida, UP, india

## Customer Sales Manager, July 2018 – June 2021

## Ensured outstanding client satisfaction by maintaining strong working relationships

## Managed client relationships to build a reputation for excellent service and generate repeat orders

## Collaborated with buyers, suppliers, distributors and analysts to negotiate prices, quantities and time-scales

## Resolved product or service problems by clarifying the client's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution

## Scheduled and conducted status meetings with production teams and merchandisers

# Education

## IMT, Ghaziabad, UP, India

*Master of Business Administration, 2021*

* **Manav Bharti University, Sultanpur, Himachal Pradesh, India**

*Bachelor of Commerce, 2016*

* **George Brown College, Toronto, ON, Canada**

*Fashion Management Diploma, 2013*

# Skills

* Expert in Microsoft Office, with a focus on Excel
* Superior Communication skills and great command over the English Language
* Strong analytical skills and data-driven thinking
* Strong work ethic and respect for rules and procedures
* Ability to perform well under pressure and meet deadlines

# Core VaLUES

# ◈Creativity◈Honesty ◈Integrity ◈ACHIEVEMENT ◈RECOGNITION