

# Rachna Saini

rachnasaini07860@gmail.com | +91 99116 96300, +91 83758 97708 | Delhi NCR

## Career Objective

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level ADMISSION COUNSELOR position. Ready to help team achieve company goals.

## Admissions Counselor|I.T.S. Dental College

### Gr.Noida - May 2022 - Jan 2023

- Explained institution's fee structure, amenities, courses offered and facilities to prospective students and parents.
- Attended and scheduled the visits for visitors for campus.
- Managed student data and conduct orientation programme.
- Handled the admission related queries through calls and emails.
- Build a good relationship with student and parents to get the reference in future.
- Assessed student interests and skills and provided strategic information about pursuing suitable courses.
- Took regular followup from qualified and interested candidates.
- Reviewed admissions applications and evaluated student credentials.
- Identified and addressed concerns of incoming students and parents.
- Maintained positive relationships with students, faculty, alumni and administration.

## Sales Executives|Radisson Blu Hotel Ghaziabad - November 2017 - October 2018

- Gathered and delivered the appropriate information about the product to the guests
- Maintained the healthy and long term relationship with the existing and new guests
- Explained the product details to people for generating the revenue.
- Handled the guests complaints and queries.
- Taking the feedback from the guest to improve the services.

## Sales Associate| Jass Infotech Noida - November 2013 - July 2015

- Grabbed the new sales opportunities through cold calling and networking.

- Aimed to achieve monthly and annual targets.
- Build positive relationship with new customers and distributors
- Maintained positive business relationship to ensure future sales
- Used negotiation and communication skills to sell and brief about the services that helped in maximizing the profit.

### **Achievements-**

- Won medals and awards in different cultural activities held in college fest.
- Actively participated in various sports activities at school and college level.
- Received appreciation letter in Debate Competition organized by “Institute of Productivity Management”, Meerut.
- Received appreciation certificate from Hindustan Coca-Cola Beverage Pvt .Ltd and Bharat Electronics Ltd. 45 days.
- summer training on project report “Training and Development” & “Evaluation of Training Effectiveness”.
- Successfully completed 2 month computer application course.
- Received appreciation certification of Job Fair conducted by NIET.

### **Education-**

<b>MBA (HR &amp; MARKETING)</b>		<b>N.I.E.T. Gr.Noida</b>		<b>UPTU</b>	<b>July '11 – Aug'13</b>
<b>BBA (HR and MARKETING)</b>		<b>I.H.M.S. Kotdwara</b>		<b>HNBU</b>	<b>Aug '08 – Aug '11</b>

### **Skills-**

- Communication
- Leadership
- Team work
- Interpersonal Communication
- Problem Solving
- Decision Making

### **Personal Details-**

DOB- 13.12.1990

Gender-Female

Marital Status- Unmarried

Residential Address- Vaishali,Ghaziabad

Language Known- Hindi,English

**ThankYou**

**Rachna Saini**

