

Curriculum vitae

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CAREER OBJECTIVES:

Seeking for a challenging career in marketing, Client servicing and gaining experience in the field to utilize my skills in order to increase productivity of the organization.

PERSONAL SUMMARY:

A motivated, resilient and compellingly persuasive individual who loves nothing more than helping customers resolve their problems or find things that they want. Having a professional appearance and a respectful, business-like manner, I am a service-orientated professional who is very confident when handling enquiries, complaints, and communications. I'm also a team player, who is able to work to timely demands and effectively manage multiple workloads. Right now I am looking for a suitable position with a company that has a unique spirit and which not only believes in giving people the freedom to do a great job, but also supports them in achieving their future ambitions.

PERSONAL SKILLS:

- Strong communication skills.
- Team Player.
- Strong analytical skills.
- Convincing ability.
- Willingness to learn.
- Strong interpersonal skills.
- Hard Working.
- Passionate about my work.

SERVICE SKILLS:

- Responding promptly to customer enquiries in person or via telephone, letter, and e-mail – always in a professional & efficient manner.
- Using the in-house system to record necessary information and instigate actions as required.
- Processing orders, forms, applications and requests for information.
- Dealing efficiently with questions and queries from customers.
- Keeping up to date with all the company's products, services and procedures.
- Maintaining up to date paper and computer based files and administrative systems.
- Promoting the company's products and services to customers.
- Handling objections professionally.

KEY SKILLS AND COMPETENCIES:

- A clear and confident telephone manner.
- Ability to communicate effectively with a wide range of customers.
- Proven aptitude for dealing with customer complaints.
- Dealing with customers Face to Face.
- Fully aware of the importance of data security and relevant legislation.
- Prospecting for sales leads.
- Able to identify and act upon potential sales opportunities.

DOMAIN SKILLS:

- Can Handle Presentations, Product Demos and interaction with all key people and convince them implicitly, closing the case keeping all the major aspects in front and increased sales growth.
- Flexible attitude to cope up with the changing situations and emerging with enhanced performance.
- Excellent in negotiation skills.
- Solving the problem and quarries of customers.
- Organizing events at the dealer's place to attract more customers. Making daily reports and sending them to seniors.

TECHNICAL SKILLS:

- MS Office.
- Internet use for research.
- The ability to adopt and work on varying projects.

ACADEMIC QUALIFICATIONS:

St. Johns Senior Secondary:

High School- X Secondary School Examination: Session 2012-2014

Cumulative Grade Point Average (CGPA)- 7.6

Ram Bhawan IC Satahawan Ballia:

Grade on assessment of speaking and listening skills (ASL) - A1

Intermediate XII Senior Secondary School Examination Session 2014-2016

Percentage - 76%

Keral Verma Faculty Of Science:

B.SC (PCM): Session 2016-2019.

Percentage- 72.3%

WORK EXPERIENCE:

- **1 Year 3 months of experience in Ravi Sarin Film Institute as Sr. Admission Manager (Admission Team Handling).**

- Provide Strategy and implementation plans for Admissions.
- Help the team to meet the admission targets.
- Counseling prospective students and providing them with information about our programs.
- Processing applications and admissions paperwork.
- Organizing and attending admissions events.
- Maintaining accurate records of student admissions.
- Liaising with the marketing and sales team to promote our film programs.

- **1 year of experience in Gandalf IT Services as Education counselor in the process of Diginerve. (Ed-tech by Jaypee brothers medical publication).**

- Meet the admission targets assigned and agreed Enhancing brand value through meetings & communication.
- Service delivery for the Students, Help them in case they phase any challenge while learning from Diginerve App.
- Legal & Compliance responsibilities.
- Counseling Member, and Acknowledge the team about quality perimeter.

- **2 Year of experience in Singhal Garments as a Supervisor (sales) and computer operator.**

- Taking care of the sales team, So it runs smoothly.
- Maintaining the data of the products left in the stock.

EXTRA ACHIVEMENTS:

- Had been a **Co-Anchor** with **Singer Anusha mani, Dj virus and Rubab band.**