

Anjali Gupta

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Career Objective:

Aim to be placed in a challenging organization that gives me scope to enhance my knowledge & skills in accordance with the latest trends and be a part of team that dynamically works towards growth of organization.

Professional Experience:

- 1 Year of professional experience as Tele Marketing Executive in DBW.
- 7 Months experience as Professional Teacher in Arhat International Montessori School.
- 6 Months experience as Professional Teacher in Tiny Tots International School.
- 6 Months experience as Professional Teacher in DSM Lion's School.
- 4 Months of Professional experience as Shopsy Account Manager in Startek, Lucknow
- A self-starter and with clear understanding of business needs and having tactical problem-solving techniques with good listening, communication, leadership and motivational skills.
- Ability to quickly adapt to new emerging technologies.

Educational Profile:

- Masters in Business Administration from IGNOU University, 2019.
- Bachelor of Computer Applications from Lucknow University, 2017.
- Intermediate from BPPS Sarvodaya Inter College, 2013.
- High School from BPPS Sarvodaya Inter College, 2011.

Trainings Attended:

- Completed BSNI training from Aashiyana.
- Completed DCA training from Bhartiyaam Coaching Center.
- Pursuing MS Excel Course from Udemy, 2022.

Previous Work Experience:

Company: Digital Business World

Designation: Tele Marketing Executive

Role and responsibilities:

- Was handling Cold calling over phone with people from varied backgrounds.
- Making outgoing call with average call time being 15 minutes and maintaining call logs.
- Gathering, maintaining reporting feedbacks on appointments and doing the allocations.
- Handling issues and enquiries whenever required and reporting in a prescribed format, the daily calls made, appointments taken and the sales obtained.

- Maintaining the database in order to maintain call and appointment records.
- Executing lesson planning, managing the classroom, assessing student learning, providing individualized support, and fostering a positive learning environment, all while adapting to diverse student needs and promoting a love of learning.
- Managing the financial aspects of online orders, including tracking sales, processing payments, handling returns, updating inventory levels, and ensuring accurate accounting for all transactions, while collaborating with other departments to maintain smooth order fulfillment and customer satisfaction.

Strengths:

- Motivation & Determination.
- Adaptable to any environment.
- Innovative Thinking.
- MS Word and MS Excel
- Communication Skill

Hobbies:

- Book Reading
- Singing and dancing
- Badminton