

Vipasha Chotani

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Roles & Experiences :

To attain the position of a business developer that will enable me in creating a desirable development needed in a company. I am looking forward to merging smart work with my hard work, while contributing my knowledge, skills and experience in planning events with strategies and buoyancy. With a belief to add zest to the projects through fresh ideas and approach by using my research, teamwork and leadership skills in business development. Experienced Marketing Executive with a demonstrated history of working in the public relations and communications industry. Skilled in Team Motivation, English, Event Planning, Microsoft Excel, and Smart working. Strong marketing professional with a M.A English focused in literature from amity university, noida. I oversee the process to attract new clients. I work with senior team members to identify and manage risks. I am responsible for maintaining fruitful relationships with the existing or new clients and addressing their needs effectively. I am managing Research works, where I have to identify new market opportunities and arrange meetings so as to prepare and deliver pitches to potential clients. I contributed in closing the deals with the clients along with handling social platforms of marketing as well as maintained relations with the clients and High-end hotels. I supervised the events and handled the client servicing part. I devoted all my time and skills to the affairs of the company. I managed all the aspects of the event planning process as well handled the back end work. I was into the process of recruiting a creative and deserving candidate, which involves using both traditional and non-traditional resources and a network of established contacts to identify and attract talent. The process included screening of the right candidate, interviewing, reference and background check.

EXPERIENCE

➤ Business Developer

Synage Consultants Pvt ltd.

Gurgaon, Haryana

February 2018- November 2021

POSITION OF RESPONSIBILITY

I oversee the process to attract new clients. I work with senior team members to identify and manage risks. I am responsible for maintaining fruitful relationships with the existing or new clients and addressing their needs effectively. I am managing Research works, where I have to identify new market opportunities and arrange meetings so as to prepare and deliver pitches to potential clients.

➤ **Business Developer / Marketing Executive**

Events By Ideation

Gurgaon, Haryana

May 2017 – January 2018

POSITION OF RESPONSIBILITY

I contributed in closing the deals with the clients along with handling social platforms of marketing as well as maintained relations with the clients and High-end hotels. I supervised the events and handled the client servicing part. I devoted all my time and skills to the affairs of the company. I managed all the aspects of the event planning process as well handled the back end work.

➤ **HR**

I-one techsolutions (Virtual)

Bengaluru, Karnataka

May 2016 - Jul 2016

POSITION OF RESPONSIBILITY

I was into the process of recruiting a creative and deserving candidate, which involves using both traditional and non-traditional resources and a network of established contacts to identify and attract talent. The process included screening of the right candidate, interviewing, reference and background check.

Educational Credentials

Master in Arts (English) [2015-2017]

Amity University, Noida

Bachelor of Arts (English) [2012-2015]

Swami Shraddhanand college, University of Delhi.

CBSE 2012 (12th)

Sachdeva Public School, Rohini; Science.

CBSE 2010 (10th)

Sachdeva Public School, Rohini; Science

Summary of Skills

- HR Compliance
- Social Media Marketing (Proficient)
- MS-Excel (Proficient)
- MS-Office Tools / Google Tools (Proficient)
- MS-PowerPoint (Proficient)
- Administrative skills
- Communication skills
- Research
- Leading skills
- Public Relations
- Proactive & Innovative
- Dedicated Team Player

- Good management skills
- Diplomatic communicator

LANGUAGES KNOWN : English & Hindi