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Roles & Experiences :

Attained the position of a business developer in the past 5 years that has enabled 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, Corporate Communication, Event Planning, Microsoft Office Tools.

Carrying a strong marketing professionalism with a background of 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.

Work Experience (Total : 4 Years & 10 Months)

➤ Commercial Leasing / Business Development Manager

Synage Consultants Pvt Ltd.: (A Real Estate Advisory Firm)

Gurgaon, Haryana

February 2018- November 2021

POSITION OF RESPONSIBILITY

Dealt with various MNCs & Embassies for commercial/ residential real estate queries. The forte areas have been South Delhi & Gurgaon and have been working actively in the leasing domain. Dealt mainly with expatriates across nationalities such as European, Japanese, Korean, Chinese, Taiwanese etc. as well as people at CXO/ senior management level.

- Client Meetings and handling existing clients.
- Corporate data handling and assessment.
- Data and Vendor management.
- Marketing and Public Relations.
- Handled company page on social media platform (Linkedin).
- CRM (One point of contact for the client throughout the lease tenure).

➤ **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