

## ADITI SAIRANI

Pune, India

[sairaniaditi15@gmail.com](mailto:sairaniaditi15@gmail.com)

+91 9302532642

## EDUCATION

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### BBA

June 2021

Agrasen Mahavidyalaya, Raipur, Chhattisgarh

Percent- **67%**

### HSC – TBS Higher Secondary School

March 2018

71%

## WORK EXPERIENCE

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### Seamedu School of Pro-Expressionism

Pune, India

#### Junior Executive -Business Finance Department

Nov 2023 - Present

- Creating work order and Invoice.
- Dealing with various client.
- Contacting students for fees collection.
- Email sent to vendors and attaching their work order and maintaining their record.

#### Academic Advisor – Business Development Department

Jan 2023 – Oct 2023

- Client acquisition and retention- did end-to-end sales process from lead generation to student success.
- Assisted customers with queries and product selection.
- Goal setting and forecasting.
- Closing sales- have worked in peak-season and closed leads.
- Written and verbal communication- helped in organizing outdoor activities and events.
- Maintained database of customers through software.

## ACHIEVEMENTS

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- Performance appreciation for Sales Season 2023.
- Volunteered in MAIC FIESTA college event for 2019.

## SKILLS

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- Technical Skills: Proactive team player, communication skills, customer management skills.
- Software Skills: Microsoft Excel, Microsoft Word.
- Languages: Fluent in English, Hindi.

## HOBBIES & INTERESTS

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- Cooking
- Dancing
- Listening songs