

ADITI SAIRANI
Pune, India
sairaniaditi15@gmail.com
+91 9302532642

EDUCATION

BBA Agrasen Mahavidyalaya, Raipur, Chhattisgarh Percent- 67%	June 2021
HSC – TBS Higher Secondary School 71%	March 2018

WORK EXPERIENCE

Seamedu School of Pro-Expressionism
Pune, India

Junior Executive -Business Finance Department <ul style="list-style-type: none">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.	Nov 2023 - Present
Academic Advisor – Business Development Department <ul style="list-style-type: none">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.	Jan 2023 – Oct 2023

ACHIEVEMENTS

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

SKILLS

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

HOBBIES & INTERESTS

- Cooking
- Dancing
- Listening songs