

# KOMAL

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## PROFESSIONAL SUMMARY

Result-oriented Assistant Manager with experience in academic counseling, team coordination, and student engagement. Adept at driving performance through leadership, strategic planning, and personalized mentoring. Actively seeking HR or management roles to leverage strong interpersonal, problem-solving, and organizational skills in dynamic work environments.

## SKILLS

- Leadership & Team Management
- Marketing
- MS Office Suite
- Analytical Thinking
- Attention to Detail
- Effective Communication
- Canva Design
- Workflow Management
- Problem Solving

## PROFESSIONAL EXPERIENCE

### Assistant Manager

04/2025 – Present

Kodu Powered by Dhurina | Hisar, India

- Leading a team of business development associates, setting performance benchmarks and tracking daily goals.
- Coordinating with internal teams to streamline operations and drive growth-focused initiatives.
- Analyzing campaign and sales data to identify trends, challenges, and opportunities for improvement.

### Senior Business Development Associate

03/2024 – 03/2025

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- Engaged with leads to convert prospects into enrollments through personalized strategy and follow-ups.
- Conducted workshops/webinars on academic success, soft skills, and career growth strategies to build brand trust.
- Collaborated with the marketing and academic teams to improve student acquisition and retention.

### TGT Science Teacher

04/2023 – 03/2024

Lord Krishna's School | Hisar, India

- Delivered Science lessons with tailored teaching methods for diverse learners.
- Promoted interactive learning via discussions and activities.
- Maintained a disciplined and inclusive classroom environment.

## EDUCATION

### Bachelor of Science (Non-Medical)

2022

Guru Jambheshwar University of Science & Technology, Hisar

### Senior Secondary (Non-Medical)

2019

Sarvodya Sr. Sec. School, Bhiwani